

**WESTPORT COMMUNITY SCHOOLS  
WESTPORT, MASSACHUSETTS  
Job Description**

**TITLE:** District Custodian/Courier

**QUALIFICATIONS:**

1. Physical ability to perform cleaning and courier tasks as required of the position.
2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
3. Possesses the desire to perform top notch work for a highly visible office and a willingness to work collaboratively as part of the administration team.
4. Possesses the ability to maintain confidentiality about all matters in central administration.
5. Instills trustworthiness in dealing with sensitive issues and fiscal responsibilities.
6. Hold a valid driver's license.
7. Must be bondable.

**The School Committee reserves the right to waive any of the above in the best interest of the school system.**

**REPORTS TO:** Supervisor of Facilities and Superintendent

**JOB GOAL:**

To provide the School Department with an effective, efficient, and reliable delivery system for mail, banking, supplies and materials and to insure that administration facilities are maintained in a manner acceptable to the Superintendent.

**FAIR LABOR STANDARDS ACT CLASSIFICATION:**

Nonexempt

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the major functions.

Constant moderate physical effort is required, with occasional strenuous effort demanded. Position requires extensive walking, reaching, standing, stooping and climbing when performing functions. Occasionally required to lift, move, and/or push furniture and equipment which may weigh 30 pounds or more without assistance and up to 150 pounds with assistance. Physical agility required to access all areas to be cleaned. May require the ability to work on ladders, staging, and scaffolding. May spend entire shift engaged in physical activity.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform duties of general custodian for building and grounds per job description under supervision of Supervisor of Facilities.

2. Pick up and distribute mail, documents, equipment, materials, and money between schools and other destinations and make bank drops as determined by the Superintendent or his/her designee.
3. While performing courier activities, he/she will be under direct supervision of the Custodian Supervisor and Superintendent.
4. While performing custodial tasks at the Administration Office, he/she will be under the direct supervision of the Custodian Supervisor and the Superintendent.
5. Will remain in communication with his/her supervisor during the course of the day and will adjust his/her daily schedule according to the needs of the system.
6. Responsible for operation of school department vehicle and the checking of equipment such as tires, fluids, gas, oil, etc.
7. Responsible for receiving supplies at warehouse, keeping an inventory of custodial supplies and delivering of said supplies to all schools as needed.
8. Plows and shovels snow from sidewalks and driveways and spreads sand, salt, or ashes to prevent slipping.
9. Prepare and breakdown meeting room for School Committee Meetings and any other special meetings as needed by the Superintendent.
10. Regular, reliable attendance
11. Performs any other custodial/courier duties as required by the administration/Superintendent in conjunction with the Custodial Supervisor.

**LANGUAGE SKILLS:**

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a classroom setting where noise level in the work environment is usually moderate. This position also requires an individual to work on a school bus setting where the noise level in the work environment can be moderately high.

**TERMS OF EMPLOYMENT:**

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

**EVALUATION:**

Evaluation will be in accordance with district policy and collective bargaining agreements.

Approved by: Westport School Committee Date: January 22, 2001  
 Revised: February 29, 2016  
 Revised: June 7, 2016

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_