



The Taft School

110 Woodbury Road
Watertown, Connecticut

POSITION DESCRIPTION

JOB TITLE: Custodian
DEPARTMENT: Facilities
REPORTS TO: Director of Facilities
POSITION / FTE: 1.0 FTE (must be available on weekends)

Position Requirements:

The duties and responsibilities of a custodian include, but are not limited to:

- ◆ Sweeps, dusts and wet mops floors or stairs; using brooms, dust mops, vacuums, wet mops and floor machines.
- ◆ Dusts, wet mops and washes walls, ceilings and partitions, using wall brushes, wet mops, cloths and cleaning solutions.
- ◆ Cleans lavatories, toilets and bath facilities, using cleansers and sanitizing solutions, brushes, cloths and squeegees.
- ◆ Disposes of waste paper and other discards; collects and places trash in trash pickup area.
- ◆ Makes minor repairs to secure table legs, repair handles/knobs, light bulbs and similar items.
- ◆ Notify appropriate personnel of structural items or contents needing maintenance or repair, such as sinks, drains, chairs, tables, light switches, tile, carpet, etc.
- ◆ Open, set up, close and clean up for special events.
- ◆ Perform work in accordance with sound safety practices.
- ◆ Move furniture as needed.
- ◆ Assist the Custodial Supervisor and the Director of Facilities as needed.

Minimum Desired Qualifications:

- ◆ High School degree or equivalent.
- ◆ Ability to perform moderate to heavy manual labor, including frequent bending, walking and heavy lifting (up to 50 pounds) and the stamina to maintain continuous physical effort for the duration of the shift on a regular basis.
- ◆ Ability to interface with staff, faculty, students and outsiders in a friendly, effective manner.

The Taft School is an affirmative action-equal opportunity employer in accordance with regulations adopted by the Commission on Human Rights and Opportunities. It is the policy of The Taft School to provide equal employment opportunities to all qualified individuals without regard to age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran's status, genetic predisposition or any other class protected by law.