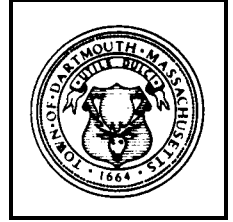


Posting 25-3-39
Posted: November 7, 2024



**Dartmouth Public Schools
Dartmouth, Massachusetts**

NOTICE OF POSITION VACANCY

GEORGE H. POTTER ELEMENTARY SCHOOL

**POSITION: ONE (1) PART TIME CUSTODIAN
(4 hours per day)**

**HOURS: Monday thru Friday – 4:00 p.m. until 8:00 p.m. (School Year)
– 7:00 a.m. until 11:00 a.m. (Summer and Vacation Hours)**

START DATE: Immediately

POSITION REQUIREMENTS: Please refer to the attached Job Description.

Persons interested in this position should apply in writing to:

James A. Kiely, Assistant Superintendent of
Finance and Operations
Dartmouth Public Schools
8 Bush Street
Dartmouth, MA 02748

or by emailing Kate Genthner at kathleengenthner@dartmouthschools.org

This posting will remain active until the position is filled.

The Dartmouth Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of race, creed, color, age, sex, gender identity, national origin, disability, homelessness, sexual orientation, pregnancy or pregnancy related condition.

**Dartmouth Public Schools
Dartmouth, MA 02748**

School District Position Description

Position Title:	Custodian/Head Custodian
Reports to:	Custodian Reports to Head Custodian Head Custodian reports to building Principal or his/her designee

SUMMARY: Keeps the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program.

QUALIFICATIONS:

- H.S. Diploma or equivalent/degree preferred.
- Minimum custodial work experience preferred.
- Demonstrated ability in areas of cleaning facilities and grounds.
- Ability to work cooperatively and safely in a school environment with all the staff and students in our system.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Cleans and preserves designated spaces, equipment, etc., in the building.
- Restocks disposable items and provides head custodian with inventory usage and data.
- Assists visiting public utilizing the facilities with directions within building and in obtaining and setting up needed equipment.
- Performs building and grounds facility checks in the building each school day.
- Unlock building, disarm building alarm.
- Perform boiler check, boiler oil level check.
- Trash removal and disposal.
- Clean and sanitizes mens' room, ladies' room and teacher work areas.
- Re-stocks paper supplies.
- Vacuums rugs daily and wash rugs periodically.
- Wash windows.
- Sweep and dry mop floors.
- Store deliveries in designated areas.
- Dust furniture, fixtures and walls.
- Set up for meetings, assemblies etc.
- Outside: sweeping, litter pick-up and lawn cutting and leave raking.
- Clean inventory storage areas.
- Wax, strip and buff floors.
- Stock and replenish all paper goods and cleaning supplies.
- Dust baseboards and door frames.
- Dust and vacuum univentilators, vacuum interior intake and exhaust grills.
- Vacuum and replace air conditioning and univentilator filters.
- Set up cafeteria areas.

- Dry and wet mop cafeterias, kitchen floors, gymnasiums, and locker rooms.
- Shovel snow and sand the walk areas during inclement weather.
- Deliver supplies to classrooms and offices.
- Clean and dust security sensors throughout the building.
- Water fountains cleaned and flushed (3 minutes each) daily.
- Sweeping of exterior walks and steps.
- Morning and evening walk-through of building.
- Sanitize nurse's area daily.
- Check in deliveries and verify with shipping invoices.
- Roof and roof drain cleaning on a monthly basis.
- Replace light bulbs and clean light fixtures.
- Set up after school activities.
- Provides building Principal or his/her designee with building work order requests.
- Dust mop and/or wet mop auditorium, cafeterias, and cafeteria playrooms on a daily basis.
- Security of school grounds, locking/unlocking entrances of parking areas.
- Wash whiteboards, chalkboards and clean chalk trays.
- Generate budget requests for all custodial cleaning supplies and equipment.
- Performs minor building repairs.
- Daily removal of interior graffiti.
- Lock doors, secure and check the building at the end of each day.
- Additional responsibilities as directed by the building Principal or his/her designee.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

OTHER SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach

forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders and lifts. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally, the employee will lift and/or move up to 90 lbs. such as bulk furniture. The employee will sometimes push/pull items such as tables, bleachers and custodial equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Full Time Position - Full Year

Salary and benefits as agreed upon in the contract between the Dartmouth School Committee and the American Federation of State, County and Municipal Employees, AFL-CIO, Mass. State Council 9, Local 851.