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**STAFFORD PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

October 13, 2020

NON-CERTIFIED POSITION

POSITION: Day Custodian- Part-time (12-month)
19.5 hours per week (2:30-6:30 p.m., M-Th; 2:30-6 p.m., F)

LOCATION: West Stafford School

RESPONSIBILITIES:

- Provides general cleaning, light maintenance which may include bulb replacement, painting, wall patching, minor plumbing repairs, motor driven belt replacement, air filter replacement, and equipment oiling and /or greasing and routine grounds care, which includes areas adjacent to building and all parking lot islands (weed, mow, trim as necessary, lay mulch, trim shrubs and ornamental trees, snow removal as needed, broom out winter sand from turf, remove debris and trash from these areas as needed, and sweep leaves, grass clippings and sand from all entry / exit doors around perimeter of building).
- Receives, stocks and distributes deliveries (maintenance of valid driver's license may be required).
- Sets-up / tears-down for school functions, assemblies, special school events, and community events.
- Notifies head custodian of supply needs prior to depletion.
- Notifies head custodian of building needs.
- Has ability to regularly lift 30 to 50 pounds and occasionally up to 70 pounds.
- Displays a positive and courteous attitude.
- Follows all Board of Education policies.
- Maintains confidentiality of student/staff/school-related information at all times.
- Performs other duties as assigned by the school administrator(s) and Supervisor of Building Services.

REQUIREMENTS: Computer Literate

HOURLY RATE OF PAY: \$15.38

AVAILABILITY: Immediately

CLOSING DATE: Until Filled (will be posted a minimum of five (5) days)

Interested candidates should apply on-line (link available at www.stafford.k12.ct.us > Employment Opportunities) and provide three (3) letters of professional reference:

ONLY COMPLETE APPLICATION PACKETS WILL BE CONSIDERED.

E.O.E.

Posting # 23 (CC#258)