NASHOBA
Regional School District

3/20/2017

Position:	**Head Custodian**
Department/Location:	**Nashoba Regional School District - High School**
Pay:	**Paid in accordance with CBA bargained scale**

Organizational Scope:

Reporting directly to the Building Principal and Director of Facilities, the Head Custodian will take a leadership position at the school to help manage daily custodial operations.

Position Responsibilities:

- Cleaning and building maintenance
- Familiar with school systems such as heat, water, and sewer systems
- Primary contact for custodial staff, vendors, and the facilities director
- Oversee the daily custodial operations including assigning work, quality control, and work supervision
- Order and manage custodial supplies for the school(s)
- Use the School Dude program to manage and assign work orders
- Organize and oversee school break projects (waxing, general maintenance, special projects)
- Regular meetings will be held with the facilities director
- The Head Custodian will work a regular established shift, but may be occasionally required to work flexible hours when necessary
- Other related duties as assigned by the Principal or Facilities Director

Job Qualifications & Physical Demands:

Must have custodial experience and have some knowledge of cleaning methods, materials and equipment, have some skill in the use of small equipment used in routine cleaning. Must have the ability to understand and follow oral and written instructions. Must have working knowledge of Microsoft Office and have the ability to effectively use technology. Must be able to assist in the protection of students and school property, assist the principal in fire and other emergency drills as required by law and School Committee policy. Must be able to walk and stand on tile flooring for up to 1-2 miles per day, lift up to 50 pounds, move furniture weighing up to 50 pounds, bend and twist regularly at the waist, knees and neck.

To Apply: Apply through SchoolSpring. See link to Schoolspring on the NRSD website: www.nrsd.net "Employment Opportunities". (Internal candidates require cover letter only)

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.