

Hopkinton Public Schools

An Equal Opportunity Employer



NOTICE OF VACANCIES

Job Posting # 19-CS

Opening Date: August 6, 2018

Closing Date: Open Until Filled

TITLE: Substitute Custodian
TYPE OF POSITION: Contingent (as needed), pay \$13.58/hour
LOCATION: All Schools, Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified candidates

Multiple positions may be filled from this announcement.

This is the position of Substitute Custodian within the Hopkinton Public School district. The **Custodian** provides the students and staff with a safe, attractive, comfortable, clean and efficient environment in which to learn, play, work, and develop. Hopkinton takes great pride in its community and its schools, and is dedicated to creating a world-class public education system.

DUTIES:

*In the absence of the custodian, duties of the **Substitute Custodian** will include, but are not limited to:*

1. Maintains the cleanliness of the building and premises including sidewalks, driveways and play areas at all times, including shoveling and/or sanding snow/ice from walks, driveway, steps and other areas of public use;
2. Opens the facility at the beginning of each workday at each entrance designated for public use. Maintains the integrity of each egress with regard to safe access free of obstructions or impediments, and notes the operation of each door and reports, in writing, any problems to the Maintenance Department;
3. Secures the facility each work day at the close of the last shift, including locking all entrance doors, closing and locking windows, walking the facility to inspect potential internal alarm notifications, ensuring exterior site lighting is operational and that all interior lighting, except that which is utilized for safety, is off, and enabling the intrusion alarm system;
4. Ensures the containment of school and authorized school use entities' generated rubbish and keeps the grounds free of loose debris and complies with local, State and Federal law and established procedure for the storage and disposal of waste products;
5. Cleans, maintains, and disinfects as necessary: floors, corridors, bathroom floors and fixtures, drinking fountains, and all glass surfaces;
6. Maintains a supply inventory and requisition through the Head Custodian or Director of Buildings & Grounds such supplies as are necessary, sufficiently in advance as not to hinder or delay the execution of duties;
7. Distributes educational supplies received at the main office to a location specified by the building Principal;
8. Allows entrance for occasional facilities users, and provides assistance in set-up, breakdown and check-in. Cleans space after use and sets up for next day's scheduled events;
9. Other duties, as assigned.

QUALIFICATIONS

To be considered qualified for the position of **Substitute Custodian**, candidates must have:

1. Physical ability to perform essential functions of the position, with or without accommodation;
2. Ability to read basic operating and use instructions, and write reports;
3. Demonstrated aptitude for the successful completion of assigned tasks;
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with state licensure requirements.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference only job vacancy **#19-CS** and **your last name** in the subject line, (as, **#19-CS Jones**) and submit:

1. Application form (application forms are available on the district web site: www.hopkinton.k12.ma.us and included at the end of this Job Vacancy announcement).

Submit the above required information to: hpsjobs@hopkinton.k12.ma.us

Please note: this address is for application materials only. *E-mail is our preferred method of application, however, if you wish to apply by mail, please send the required items to:*

Hopkinton Public Schools (#19-CS)
Human Resources Department
89 Hayden Rowe St.
Hopkinton, MA 01748

The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.

