

Hopkinton Public Schools

An Equal Opportunity Employer



NOTICE OF VACANCY

Job Posting # 19-67

Opening Date: January 7, 2019

Closing Date: January 11, 2019

TITLE: Head Custodian
TYPE OF POSITION: Full-time; 6:00 AM – 2:00 PM, Monday – Friday; salary commensurate with experience, anticipated range is \$21.32-\$25.53/hour
LOCATION: Hopkins School, Hopkinton, Massachusetts
AREA OF CONSIDERATION: All qualified candidates

The **Head Custodian** provides the necessary leadership and direction to ensure a safe, attractive, comfortable, clean and efficient environment in which students and staff can learn, play, work and develop. The Head Custodian reports to the Director of Buildings & Grounds and the School Principal, and directs and supervises assigned custodial staff.

DUTIES

Duties include, but are not limited to:

In addition to performing, and assuming responsibility for, all duties detailed in the job description for Senior Custodian and Custodian, the Head Custodian's duties include, but are not limited to:

1. Creates and maintains documented schedules detailing the usual and customary practices and procedures for all custodial shifts;
2. Instructs personnel on the proper use, handling and care of custodial equipment and supplies;
3. Coordinates system-wide ordering and purchasing of custodial equipment and supplies;
4. Coordinates with Senior Custodian required staffing levels for regular shifts, school use events and extra work details;
5. Collects and maintains all records relevant to the custodial staff with regard to shifts, employee attendance, overtime, purchasing and other information documenting staff performance and compliance in accordance with the respective performance standards;
6. Other duties, as assigned.

QUALIFICATIONS

To be considered qualified for this position, candidates must have the following:

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.

APPLICATION PROCEDURE

To be considered for this vacancy, please reference only job posting #19-67 and your last name (as, #19-67 Jones) in the subject line, and submit:

1. Hopkinton Public Schools application for employment (attached to the end of this vacancy announcement, and also available at the address below, and on our web site at: <http://www.hopkinton.k12.ma.us>), which should include the contact information for at least three professional references.

If preferred, current Hopkinton Public School custodial employees need only submit a letter of interest, indicating, "19-67 Head Custodian" in the subject line. The letter should outline skills, training, and experience relative to the position for which applying.

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:*

Human Resources (Job Vacancy #19-67)
Hopkinton Public Schools
89 Hayden Rowe
Hopkinton, MA 01748

Incomplete submissions will not be considered.

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.

HOPKINTON PUBLIC SCHOOLS

89 Hayden Rowe Street, Hopkinton MA 01748

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APPLICATION FOR EMPLOYMENT

Application for the position of _____

NAME

 Last First Initial Social Security #

ADDRESS

 Street and Number Town/City State and Zip Telephone Number (s)
 Code

APPLICABLE LICENSES

Licenses and/or Certificates-- List Types and Numbers

EDUCATION/TRAINING

SCHOOLS/ PROGRAMS	DATES ATTENDED / / to / /	GRADUATION DATE	DEGREE/MAJOR DIPLOMA/CERT.
High School ↑			
College(s) ↑			
Graduate Degrees ↑			

Certificate Program (s) ↑

WORK EXPERIENCE RELATED TO POSITION

List Current or most recent position first

POSITION	SCHOOL/COMPANY	DATES EMPLOYED
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /

