

NOTICE OF VACANCY

Date: July 25, 2017

Position: Custodian
(Night/Day Shift)
(Permanent Position)

Locations: Portsmouth High School

Hours of Work: Tuesday - Friday
(2:30pm – 11pm)
Saturday
(7am – 3:30pm)

Specifications: See attached job description

Rate of Pay: Based on Custodial Contract

Starting Date: Immediately

Closing Date: Until Filled

Apply To: Ken Linchey
Facilities Director
1 Junkins Ave.
Suite 402
Portsmouth, NH 03801
(603) 431-5080

JOB DESCRIPTION: Custodian

IMMEDIATE SUPERVISOR: Facilities Director and Custodial Supervisor

Job Summary:

1. Duties that are incidental to custodial functions, in building or buildings, and care of grounds assigned.
2. Performs duties as required to carry out principal's program, or programs assigned.

Accountability:

1. Accountable for cleaning and general appearance of building or buildings assigned, and surrounding grounds assigned.
2. Adjustments of heating controls when specified perform boiler checks as requested by their building supervisors.
3. Minor repairs when necessary and possible.
4. Maintaining of security of the building or buildings during regular working hours and on special occasions as scheduled by supervisor.
5. Setting up for all special events when requested to do so.
6. Reporting to supervisor of any problem in areas assigned – custodial or maintenance.
7. Performs other related duties as required.

Work Performed:

1. Performs such duties as outlined by supervisor to maintain orderly general appearance in all assigned areas.
2. Adjustments of heating controls when specified as required by their building supervisor.
3. Perform minor maintenance repairs when possible (window replacement, lock repair, routine painting, etc.).
4. Check all doors and windows, when school is not in session or use, for security reasons, answer all alarms or other emergencies when called by the appropriate

officials, report any problems to supervisor immediately when security problems exist.

5. Setting up necessary equipment for special events when requested to do so.
6. Reports any problems custodial or other to supervisor immediately.
7. Maintains specified areas on grounds (snow removal, etc.).
8. Removes rubbish and waste paper.
9. Performs duties as required to carry out principal's program or programs as assigned.
10. Perform other related duties as required, including outside supervision in parking lot at dismissal times.

Special Note: Cleaning, As Defined, Is:

1. Sweeping and washing as necessary, sealing and waxing, as necessary.
2. Washing and disinfecting toilet bowls, lavatories, urinals, water fountains, walls floors and other specified areas.
3. Dust woodwork and furniture (wash and/or polish if necessary).
4. Vacuum and shampoo rugs.
5. Clean windows.

Equipment Used:

Necessary equipment supplied by supervisor – tools, pails, mops, brooms, floor equipment, and other necessary supplies.

Records and Reports:

Building problems to supervisor

