

HOOSAC VALLEY REGIONAL SCHOOL DISTRICT
191 CHURCH STREET
CHESHIRE, MA 01225

POSTING

June 9, 2020

HEAD CUSTODIANS

1. Act as a point person for all vendors and trade contractors.
2. Be available before or after a regularly scheduled shift to meet with contractors when work is being done.
3. Assign overtime to custodial staff in accordance to contract terms and in collaboration with building principal's input.
4. Prioritize and assign tasks to custodial staff .
5. Schedule substitutes / coverage for absent staff members with building principal's approval.
6. Communicate regularly with building administration and Business Administrator for all aspects of purchasing of materials and contracting of work.
7. Be responsible for the scheduling of all annual inspections and maintaining certificates upon receipt.
8. Be responsible for keeping all custodial spaces in compliance with the Dept. of Labor Standards
9. Be responsible for maintaining an inventory of supplies on hand that will be updated quarterly
10. Engage self and staff in Professional Development opportunities that pertain to school safety and on site accident prevention
11. Be available for oversight of staff and completion of projects during school year vacations
12. Conduct daily walkthroughs to ensure building and grounds are being maintained by custodial staff appropriately
13. Attend monthly Maintenance Committee meetings

Apply To:

Rebecca Sawyer, Principal
Hoosac Valley Elementary School
14 Commercial Street
Adams, MA 01220

Colleen Byrd, Principal
Hoosac Valley High School
125 Savoy Road
Cheshire, MA 01225

Deadline: June 15, 2020

It is the policy of the Hoosac Valley Regional School District that all programs, activities, courses of study, and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, or disability.