



Terri L. Forsten, Superintendent

38 Liberty Street  
Concord NH 03301-2934

www.sau8.org  
Tel 603.225.0811  
Fax 603.226.2187

Donna E. Palley  
Assistant Superintendent

Robert Belmont  
Director, Student Services

Jack Dunn  
Business Administrator

Larry Prince  
Director, Human Resources

Matt Cashman  
Director, Facilities & Planning

**PLEASE POST**

FROM: Larry Prince, Director of Human Resources

DATE: April 1, 2019

SUBJECT: Vacancy for 2018-2019

---

The Concord School District has the following vacancy for 2018-2019:

**Custodian – Mid-Shift (#164800370)**

Rundlett Middle School

8.00 hours p/day (12:00pm – 8:30pm) – inclusive of one half-hour unpaid lunch period);

5 days p/week

Hourly Rate Range: \$14.45 - \$16.10/hr, commensurate w/experience

(Hourly rate range includes \$0.80/hr shift premium)

Start Date: April 10, 2019

Keep building at a high level of cleanliness and maintenance to have a clean, safe and healthy Work and learning environment for staff, students and the public. Other related duties as assigned (complete job description attached).

This vacancy is posted through April 9, 2019 or until filled

If you are interested in this vacancy, submit a job application with a letter of interest, resume, and three current letters of reference to: Mr. Matt Cashman, Director of Facilities and Planning, c/o Concord School District, 38 Liberty St., Concord, NH 03301, or e-mail at [mcashman@sau8.org](mailto:mcashman@sau8.org)

Go to [www.sau8.org](http://www.sau8.org) for a complete listing of all vacancies and to download the job application form.

cc: T. Campbell

**Concord School District  
Job Description**

**TITLE:** Custodian

**SCOPE OF WORK:** To keep the assigned building at a high level of cleanliness and maintenance to have a clean, safe and healthy work and learning environment for staff, students and the public.

**QUALIFICATIONS:**

- One year experience preferred in methods and procedures in the custodial field.
- Ability to operate all types of cleaning equipment as required.
- High School Diploma

**REPORTS TO:** Head Custodian

**JOB DUTIES:**

- Clean the assigned spaces.
- Assist with any set-ups or break-downs as required.
- Assist with opening/securing building as needed.
- Check filters and belts on cleaning equipment, such as vacuums, floor cleaning equipment, etc.
- Assist in snow/ice removal and spreading of salt/sand.
- Report any vandalism or problems to Head Custodian.
- Assist with other duties such as, but not limited to, set up of tables and chairs, delivery of mail and boxes/packages, teachers equipment, outside grounds work such as mowing, weeding, sweeping walkways and curbs.
- Minor repairs to building such as installing/replacing paper towel and toilet paper dispensers, soap dispensers, painting.
- Perform any other duties or work as assigned.

**EVALUATION:**

Annual evaluations to be conducted by Director of Facilities and Planning

**Job Description**  
**Custodian**  
**Page 2**

**PHYSICAL ACTIVITY REQUIREMENTS**

<b>Lift</b> up to 10 lb.	N R O F C	<b>Twisting</b>	N R O F C
<b>Lift</b> 11 to 25 lb.	N R O F C	<b>Bending</b>	N R O F C
<b>Lift</b> 26 to 50 lb.	N R O F C	<b>Crawling</b>	N R O F C
<b>Lift</b> over 50 lb.	N R O F C	<b>Squatting</b>	N R O F C
		<b>Kneeling</b>	N R O F C
<b>Carry</b> up to 10 lb.	N R O F C	<b>Crouching</b>	N R O F C
<b>Carry</b> 11 to 25 lb.	N R O F C	<b>Climbing</b>	N R O F C
<b>Carry</b> 26 to 50 lb.	N R O F C	<b>Balancing</b>	N R O F C
<b>Carry</b> over 50 lb.	N R O F C		

**Work Surface(s)**

<b>Reach</b> above shoulder height	N R O F C
<b>Reach</b> at shoulder height	N R O F C
<b>Reach</b> below shoulder height	N R O F C
<b>Push/Pull</b>	N R O F C

**Hand Manipulation**

<b>Grasping</b>	N R O F C
<b>Handling</b>	N R O F C
<b>Torquing</b>	N R O F C
<b>Fine motor</b>	N R O F C

<u>Key</u>
N=Not Required
R=Rarely
O=Occasionally
F=Frequently
C=Constantly

**Controls and Equipment:**

All cleaning tools such as, but not limited to, mops and mop buckets, brooms, dusters and cleaning equipment.

Hand tools such as, but not limited to, hammers, screwdrivers, hand and power tools, drills, saws, etc.

**Job Description**  
**Custodian**  
**Page 3**

**During An 8 Hour Day, Employee Is Required To:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
<b>Sit</b>	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<b>Stand</b>	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<b>Walk</b>	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

**Cognitive And Sensory Requirements:**

Talking: Be able to communicate with peers , staff, public and supervisor(s).

Hearing: Be able to hear activity and awareness or surroundings.

Sight: Be able to complete the tasks at hand and identify hazards.

**Training**

2 hour asbestos awareness course (Annually)

Location of electrical breaker boxes, water shutoffs.

Material Safety Data Sheets (MSDS).

Minor building repairs.

Air handling equipment filter changes

**Summary of Occupational Exposures:**

Asbestos, cleaning chemicals, hot and cold weather conditions, snow and ice, climbing ladders, wet floors, blood and vomit, solvents.

**Other Considerations and Requirements:**

Have a good overall attitude for district policies and willingness to service staff and students.

Ability to work as team player and cooperate with others.

**REVISION DATE: July 5, 2006**

**REVISION 2 DATE: August 2008**

**REVISION 3 DATE: May 2014**