

DEPEW UNION FREE SCHOOL DISTRICT

District Offices
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

Jeffrey R. Rabey, Ph.D
Superintendent of Schools
(716) 686-5105
Fax (716) 686-5101

Susan B. Frey
Assistant Superintendent
for Curriculum, Instruction,
and Personnel
(716) 686-5129
Fax (716) 686-5101

Susan Arena
Business Administrator
(716) 686-5110
Fax (716) 686-5112

CSEA JOB POSTING

INTERNAL NOTICE OF VACANCY

TITLE: **LEAD HEAD CUSTODIAN- FULL TIME**

LOCATION: District wide

HOURS: Same

SALARY: \$3,000 Stipend position

**ANTICIPATED
START DATE:** December 1, 2017

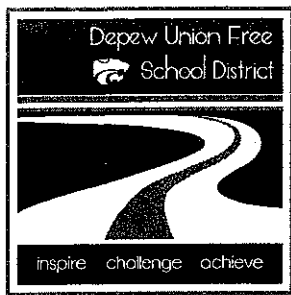
**QUALIFICATIONS,
SKILLS, DUTIES:** See attached

**APPLICATION
DEADLINE:** **November 29, 2017**

INTERESTED PARTIES SHOULD SUBMIT A LETTER OF INTEREST TO:

Jeffrey R. Rabey, Ph.D., Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road
Depew, NY 14043

November 20, 2017



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Lead Head Custodian Responsibilities

In addition to the roles and responsibilities assigned to the job title Head Custodian, the position of Lead Head Custodian will included:

1. Must possess willingness to work with all members of the B&G staff to create unity and utilize a team cleaning concept to enhance our buildings inside and out
2. Must meet weekly with the Director of Facilities and other staff to discuss and set weekly building goals and objectives
3. Must be able to communicate effectively with staff
4. Must be proficient in using Q-ware and email on-line systems
5. Required to attend professional development classes as available and responsible for turn-key training with other custodians and staff
6. Will be responsible for overseeing buildings preventative maintenance schedule and ensure all buildings are following proper procedures for cleaning
7. Will be responsible for maintain inventory balances for Districtwide bulk supply items
8. Will be responsible for requisitioning districtwide cleaning supplies & materials