



August 14, 2025

VACANCY: HEAD CUSTODIAN – HINDLEY

EFFECTIVE: October 6, 2025

QUALIFICATIONS:

- Knowledge and understanding of custodial and maintenance practices and procedures
- Ability to communicate with others – both orally and in writing
- Ability to supervisor other workers
- Ability to use computer for building management, work orders and emails
- Ability to work cooperatively with other workers, staff members, students and parents
- Basic understanding of monitoring essential building systems (boilers, fire alarms, etc.)
- Ability to operate custodial machinery, climb scaffolding and ladders, lift reasonably heavy loads (loads in excess of 50 pounds) and perform general custodial tasks that require reasonable agility and strength
- Ability to work alone
- Ability to plan and organize work tasks and develop and track periodic maintenance procedures
- Ability to accurately complete record keeping functions, such as time sheets, tracking of work orders, inventorying supplies and facility usage requests
- Available for overtime, both scheduled and emergency

RESPONSIBILITIES:

This is a working supervisory position with general responsibilities that include, but are not limited to, overseeing the nightly custodial services provided at the school and monitoring the building systems for proper operation.

The general job responsibilities include, but are not limited to, performing the following general building custodial duties:

- Sweeping, mopping, stripping and waxing floors
- Cleaning bathrooms
- Emptying trash
- Cleaning furniture and fixtures
- Delivering equipment and supplies
- Shoveling snow, operating snow blower, operating leaf blower
- Other custodial and maintenance duties as may be assigned

HOURS OF WORK:

It is anticipated that the hours of work will be from 6:00 a.m. to 2:30 p.m., Monday through Friday. However, these hours are subject to change in order to meet the overall custodial needs of the school district.

COMPENSATION: Per the Agreement between the Darien Board of Education and The Darien School Custodians' Union

APPLICATION PROCESS:

Internal applicants (current employees of the Darien Public Schools in any capacity) must submit an Internal Applicant application via Applitrack, including uploading a current resume and cover letter, to www.darienps.org, District Information, Departments, Human Resources, Employment Opportunities.

External applicants must submit an electronic application via Applitrack: www.darienps.org, District Information, Departments, Human Resources, Employment Opportunities. Supporting documentation, such as a cover letter, resume, and letters of recommendation, must be uploaded to the electronic application. Paper and emailed application materials will not be accepted.

NOT LATER THAN AUGUST 21, 2025

NONDISCRIMINATION STATEMENT

*Darien Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. Darien Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Darien Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding Darien Public Schools **nondiscrimination** policies should be directed to: **Marjorie Cion**, Director of Human Resources, mcion@darienps.org, 203-656-7406, Board of Education Offices, 35 Leroy Avenue, Darien, CT 06820.*