

**WORTHINGTON SCHOOL DISTRICT**  
**147 Huntington Road**  
**Worthington, MA 01098**  
**Building and Grounds Keeper**

**DESCRIPTION:**

The building and grounds keeper is responsible for assuming total responsibility for the school building and grounds, maintaining the condition of security, cleanliness and operating excellence that provides full support of the educational program at all times.

**SUPERVISION:**

Works under the supervision of the Principal.  
Evaluated by the Principal or designee.

**JOB ENVIRONMENT:**

School setting including indoor and outdoor facilities. The position may require going on the roof, around the grounds of Conwell, and traveling to different locations to pick up necessary tools and equipment for the maintenance of the buildings and grounds.

**PERFORMANCE RESPONSIBILITIES:**

- Follow established schedules and written procedures for health and safety protocols, ongoing custodial care of the school facility.
- Has ability to comprehend and follow both verbal and written directions via email, telephone, and face-to -face related to custodial assignments and duties.
- Inspect the building continuously, and confer with the Principal on short- and long-range custodial needs.
- Plan, schedule and oversee all routine work assignments, seasonal projects and special maintenance or repairs, ensuring a high standard of safety, cleanliness and efficiency.
- Maintain a complete inventory of equipment, supplies and materials sufficient to support the full functioning and operation of all the building systems and equipment.
- Maintain all unit ventilators, air handlers, and exhaust fans. Replace air filters as needed. Oil and grease quarterly.
- Routine checks on sprinkler systems for leaks and corrosion.
- Routine checks on generators, fluids, and normal operation.
- Maintain kitchen equipment as needed and clean grease traps annually.
- Monitor heat during cold weather (24-7)

- Serve as the primary respondent for all facilities-related concerns and to carry out all supervisory and custodial functions that may be necessary to accomplish the above responsibilities.
- Has the ability to work indoors and outdoors in various weather conditions and climates to perform custodial duties and responsibilities such as; several hours per day standing, walking, sitting, lifting, bending, reaching and twisting.
- Raises and lowers the school and Town U.S. Flag and State Flag if available as required on a daily basis.
- Perform other duties as required.

**General Expectations**

- Works independently with general guidance from Principal.
- Maintains cooperative relationships with students and adults.
- Manages time to accomplish multiple tasks and meet deadlines.
- Communicates effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

- High school or vocational school diploma.
- Supervisory and work experience in a comparable position.
- Possession of a valid Massachusetts driver’s license.
- Ability to interact positively with students, staff and the public.
- Understanding of heating, electrical, plumbing and ventilation systems.
- Skill in the use of technology in monitoring and operating building systems.
- Working knowledge of OSHA, Massachusetts Department of Labor and Industries Occupational Safety standards, and Massachusetts “Right to Know” law relative to safe storage and handling of hazardous materials.
- Knowledge of and commitment to school safety and emergency preparedness and management.
- Aptitude for successful performance of the tasks listed above.
- Such alternatives to the above qualifications may be appropriate and acceptable.

District CORI Check required before employment begins.

Federal Fingerprint Check required before employment begins.

**PHYSICAL REQUIREMENTS:**

- Good general health.
- Alert, physically assertive and mobile at all times.
- Lift, push, or pull 50 pounds as required;
- Mobility to regularly walk, stand, stoop, reach, bend and occasionally run.

**TERMS OF EMPLOYMENT**

**Twelve-month position. Benefits in accordance with Town of Worthington.  
Salary as established by the Principal/Superintendent.**

**The Worthington School District does not discriminate in any way prohibited by  
Massachusetts or Federal statutes on account of race, religion, creed, color,  
national origin, sex, marital status, age, mental or physical handicap, sexual  
orientation, or gender identity.**