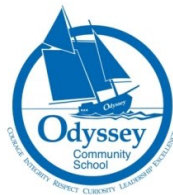


Sally Dastoli *Executive Director*
Jessica Swann *Co-Principal*
Michelle Bashaw *Co-Principal*
Lisa Kimyachi *Director of Student Services*



579 Middle Turnpike West
Manchester, CT 06040
860-645-1234
www.OdysseySchool.org

Part-time Custodian Job Posting

Position Summary

The Custodian is responsible for maintaining a safe, clean, attractive, and efficient school environment for students, staff, and visitors. This position supports the daily operation of the school by ensuring that classrooms, common areas, grounds, and facilities are properly cleaned, maintained, and secured.

Employment Type

Part-time - 20 hours per week

Qualifications

Education & Skills

- High school diploma or equivalent required
- Knowledge of standard cleaning methods and procedures
- Demonstrated aptitude for assigned responsibilities
- Ability to work successfully and cooperatively with staff and community members
- Strong communication and organizational skills
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
- Background in handling, mixing, and using cleaning chemicals
- Knowledge of occupational hazards safety rules
- Physical requirements:
 - Ability to lift and move heavy objects, 50lbs and heavier objects
 - Ability to climb ladders and work at varying heights
 - Ability to stand, walk, bend, and perform repetitive tasks throughout the workday

Knowledge & Experience

- Knowledge of standard cleaning methods and procedures
- Experience using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
- Experience handling, mixing, and using cleaning chemicals safely

- Knowledge of occupational hazards and safety procedures
- Experience with general building maintenance and minor repairs preferred
- Such alternatives to the above qualifications as the Executive Director may find appropriate and acceptable

Essential Responsibilities

- Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
- Shovels and sands walks & steps, as needed
- Vacuum and/or sweep classrooms daily and dust furniture
- Clean hallways, restrooms, drinking fountains, and common areas daily and more frequently when required
- Scrub, disinfect, and sanitize restroom facilities
- Wash windows inside and outside as needed
- Remove trash and keep grounds free from debris and rubbish
- Assist with lawn care, snow removal, sanding, and seasonal grounds maintenance
- Ensure exit doors and panic hardware are functioning properly during building occupancy
- Maintain floors in a clean and preserved condition
- Perform minor maintenance and repair work as appropriate
- Report maintenance concerns, damages, or major repairs promptly
- Assist with moving furniture and equipment for school activities and events
- Open and/or secure the building as assigned, ensuring doors, windows, and lights are properly checked
- Follow all local laws and procedures regarding storage and disposal of waste materials and chemicals
- Remain on-site during scheduled hours and for authorized building use, when required
- Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
- Complete additional duties as assigned by the Facilities Manager or Executive Director

Reports To: Facilities Manager and Executive Director

COMPENSATION AND BENEFITS:

Salary Range: \$18.54-\$20.50 depending on experience

Work Hours: This is a Part-Time position for 20 hours per week. Monday-Friday 2:00 pm - 6:00 pm.

Work Year: 12 months

Holidays: Employees shall be entitled to fourteen (14) paid holidays per year (4 hours per day) for 12-month employees as specified in the Employee Handbook.

Leave: Part-time custodians are granted 7.5 sick days per year, 1.5 personal days and 5 vacation days (a day is a 4 hour day)

Insurance: No health benefits are provided for this position. The employee is not eligible to contribute to the 403b plan.

Start Date: June 15, 2026

Application Date:

- Posting will remain open until filled

TO APPLY:

To apply, please send resume, letter of intent, 1 letter of recommendation, 3 references at least one must be current supervisor to Sally Dastoli, Executive Director sdastoli@odysseyschool.org and Jeffrey Cortes, Facilities Manager jcortes@odysseyschool.org