



Position Title: Custodian/Housekeeper-Part-Time

Last Updated: September 2025

Reports To: Housekeeping Manager

Status: Non-Exempt-Hourly
Permanent Part-time

Schedule: Calendar Year: 8 hours per week
Hours-Sunday Only 7 AM to 3:30 PM

Benefits: Not benefit eligible-except for Sick time per the MA Sick Time Law
Tuition Remission Eligible - No

Summary Description:

Responsible for the fulfilling the assignments for day to day campus housekeeping program to ensure clean, orderly, and attractive conditions through campus facilities by performing the following essential functions:

Essential Functions:

- Executes established standards and procedures for work of housekeeping staff
- Plans work schedule to ensure adequate service
- Sweeps, mops, scrubs, and vacuums hallways, stairs and office space
- Empties trash and garbage containers in campus buildings including dormitories, academic buildings, and administrative offices
- Notifies manager concerning the need for a repair, or an addition to lighting, and potential heating issues
- Submits to management recommendations for painting, repairs, furnishings, and supplies

Additional Responsibilities:

- Required to wear proper uniform, consistent with department's/ school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed or assigned by Housekeeping Manager

Qualifications:

- One to three years institutional housekeeping experience preferably with direct knowledge of independent schools
- Must be able to work intuitively and independently as well as part of the Facilities team
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Ability to understand written and oral instruction
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School.
- Working knowledge commercial chemicals and cleaning equipment
- All employees are required to participate in annual harassment awareness training as a condition of employment

Qualifications continued:

- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Will successfully complete post offer employment physical
- Will regularly communicate with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Can remain in a stationary position for extended periods of time, i.e., standing/sitting
- May need to bend, lift (up to 30 lbs.), push, kneel, crouch, crawl, stoop
- Will use hands and fingers for manipulation of equipment or tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception
- Has the ability to climb stairs, step stools, ladders, etc.
- Will have the ability to handle heavy equipment
- Has the ability to carry materials and equipment such as trash containers, vacuum cleaners, mop buckets, etc.

Working Environment:

- The employee may be exposed to wet or humid conditions
- The employee may be regularly exposed to noisy environments
- The employee may be exposed to dusty environments
- The employee may be exposed to chemicals used in the process of performing routine tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.