

**PLEASE POST**

**PLEASE POST**

**NEWARK VALLEY CENTRAL SCHOOL DISTRICT  
Newark Valley, NY 13811**

**May 17, 2024**

**NOTICE OF VACANCY**

**POSITION: CUSTODIAL WORKER – 40 Hours/week  
(Probationary Appointment)  
Will be assigned to locations throughout the District**

**REQUIREMENTS: This is a labor class, Civil Service position.  
Second or third shift. Could include Saturdays and/or  
Sundays. The exact duties are described on the attached  
job description.**

**COMPENSATION: \$31,200/Annually - \$31,200/Annually**

**APPLY TO: Timothy Calice, Superintendent of Schools  
Newark Valley Central Schools  
68 Wilson Creek Road  
Newark Valley, NY 13811**

***APPLY WITH A NON-INSTRUCTIONAL APPLICATION AND THREE (3) WRITTEN LETTERS OF  
PERSONAL REFERENCE.***

**DEADLINE FOR APPLICATION: Until filled**

**PLEASE POST**

**PLEASE POST**

# **CUSTODIAL WORKER**

<b>Location:</b>	Tioga County School Districts
<b>Classification:</b>	Non-Competitive (Pending jurisdictional classification)
<b>Salary:</b>	Varies depending upon location
<b>Adopted:</b>	

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to a well established procedure and maintenance tasks are performed under direct supervision or according to specific instructions. Employees in this class work under the general supervision of the Superintendent of Buildings and Grounds. This class differs from that of Custodian by a more limited scope of duties performed. Duties will vary dependent on the season and school session. Does related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Sweeps, mops, washes and vacuums floors and stairs;
- Empties wastebaskets, collects and disposes of trash;
- Operates typical cleaning equipment, vacuum cleaner, broom, wet vacuum and floor scrubber, as necessary;
- Uses heavy mechanical equipment in stripping, waxing and polishing floors;
- Arranges chairs and tables and other equipment for special use of building;
- Replaces light bulbs, soap and towels;
- Moves furniture, supplies and other equipment;
- Clears sidewalks of snow;
- May perform minor groundskeeping tasks such as mowing grass and raking leaves;
- May perform minor maintenance work such as unclogging stopped drains;
- May lock or unlock the building as required;
- May use a vehicle to collect and dispose of trash.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of common cleaning, disinfecting methods, materials and equipment; Skill in the use of cleaning and maintenance equipment (e.g., vacuum cleaner, carpet shampooer and floor buffer); Ability to understand and follow simple oral and written directions; Ability to lift heavy objects and perform work requiring bending, climbing, reaching, and repetitive motion; Willingness to perform routine cleaning and other physical tasks; Willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors; Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS:**

None.