

HUDSON CITY SCHOOL DISTRICT
HUDSON, NEW YORK

VACANCY

- POSITION:** CUSTODIAN ND
- LOCATION:** JOHN L. EDWARDS PRIMARY SCHOOL
- HOURS:** MONDAY – FRIDAY, 2:30 P.M. TO 11:00 P.M.
- EFFECTIVE:** AUGUST 29, 2017 or sooner if possible
- SALARY:** \$32,864.00 + \$325.00 Night Differential (prorated) or Contractual Rate
- QUALIFICATIONS:** Candidate is required to be qualified and reachable through Columbia County Civil Service. Appointment may be provisional.
- JOB DESCRIPTION:** (SEE BACK)

Interested applicants: Please submit a non-instructional employment application and three completed reference forms (at least one reference should be an employment reference). High School Diploma or equivalent is required. Applicants must be fingerprinted through NYS Education Department and speak, read and write fluent English. Applications and references can be sent by:

- Email: HUDSONCSDJOBS@HUDSONCSD.ORG
- Mail: Sharifa Carbon, School Business Administrator, 215 Harry Howard Ave., Hudson, NY 12534

Deadline to apply is August 4, 2017. (Please include the posting number (N#072617-09) on your correspondence.)

The Hudson City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap.

CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work, which requires efficient performance of simple building cleaning and maintenance duties. The work is done under general supervision on routine and recurring assignments. However, specific instructions may be received for each new or unusual assignment. The work is occasionally reviewed by inspection when complaints are received. Does related work as required.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

- Sweeps and mops floors;
- Washes windows and polishes furniture;
- Dusts woodwork, furniture and other articles;
- Collects paper and rubbish;
- Mows lawns, cultivates trees and shrubs, and performs other ground tasks;
- May operate heating system;
- Makes minor repair to building, building equipment and furniture;
- Oils and greases mechanical equipment;
- May occasionally direct traffic in front of a school;
- Heavy lifting (kitchen supplies);
- May be required to assist in snow removal around the building areas;
- Perform such other specific duties as assigned.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of building cleaning practices, supplies and equipment and ability to use them economically and efficiently;
- Ability to understand and to follow oral instructions;
- Willingness to perform janitorial tasks;
- Thoroughness and dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Ability to read and write.
- One year of building cleaning experience.
- Candidate for this position must either carry a custodial appointment or appear on an official Civil Service list.