

# Substitute Custodial Workers

PENN YAN CENTRAL SCHOOL DISTRICT

**Substitute Custodial Workers** - Applicants must be Yates County Civil Service approved. Hours per day are to be determined; 12 months/year.

**Minimum Qualifications:** None.

**Application Deadline:** Ongoing

**Anticipated Start Date:** TBD

**Application Procedures:** Applicants need to apply with the Yates County Personnel Office, located at 417 Liberty Street, Penn Yan, NY. Civil Service applications can be found at:  
<https://mycivilservice.yatescountyny.gov/>

**Job Type:** Part-time

**Pay:** From \$15.50 per hour

**Schedule:** On call

**Ability to Commute:** Penn Yan, NY 14527 (Required)

**Work Location:** In person

## **CUSTODIAL WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the efficient and economical performance of building cleaning and assisting in 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. This position differs from that of Custodian in that Custodian has a greater responsibility for determination of building cleaning and maintenance needs and independent performance of minor building maintenance tools. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Sweeps, mops and washes floors and stairs;  
 Uses heavy mechanical equipment in stripping, waxing and polishing floors;  
 Dusts chairs, tables, desks and other furniture;  
 Polishes furniture and other items;  
 Empties wastebaskets, collects and disposes of trash;  
 Arranges chairs and tables and other equipment for special use of building;  
 Repairs window shades, replaces light bulbs, soap and towels;  
 Moves furniture, supplies and other equipment;  
 Cleans walls, bath fixtures, equipment and furniture daily;  
 May clear snow and ice from walks;  
 May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks as assigned;  
 May assist in the operation and maintenance of an oil or gas fired low pressure heating system;  
 May sand and repair desks, tables and chairs;  
 May assist in making minor plumbing, carpentry and electrical repairs;  
 May load and unload trucks.

**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);  
 Skill in the use of grounds maintenance tools and equipment (e.g. trimmers, mowers, snowblowers, chain saw);  
 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;  
 Ability to get along well with others;  
 Willingness to perform routine cleaning and other physical tasks;  
 Willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors;  
 Thoroughness;  
 Dependability;  
 Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None are required.