

ALDEN CENTRAL SCHOOL DISTRICT

13190 Park Street
Alden, New York 14004
(716) 937-9116

ANNOUNCEMENT OF ANTICIPATED STAFF VACANCY

Applications are invited for consideration for appointment to the following position:

DATE: January 23, 2024

POSITION: Senior Custodian Full-Time – 12 months

LOCATION: Alden Central School District

ASSIGNMENT: High School – 1st Shift (6:30 a.m. – 3:00 p.m.)

STARTING DATE: As Per Board Approval

SALARY: As per ACSEA Contract

RESPONSIBILITIES: The work involves responsibility for the efficient and economical cleaning and maintenance of a school building or an assigned area in a school building in the District. This class differs from the custodian in that more responsibility is assumed and the position also functions as a night supervisor over the custodial and cleaning activities performed. Supervision is received from a head custodian or an administrative employee of higher rank, with leeway allowed for the exercise of independent judgement. Supervision is exercised over custodians, cleaners, laborers and other maintenance personnel assigned. Does related work as required. Typical work activities include:

- Supervises and participates in the cleaning of classrooms and other areas in a school building, makes frequent inspections of areas to determine if work is properly done;
- Supervises and participates in the sweeping, mopping, waxing and polishing of floors;
- Makes minor carpentry, plumbing, electrical or other building repairs;
- Supervises and participates in cutting grass, removing snow and performs other grounds maintenance tasks as required;
- Operates an oil or gas low or high pressure boiler;
- Opens work areas and secures them upon completion of work;
- Supervises and assists in the moving of office and institutional furniture and equipment;
- Trains new employees in such duties as sweeping, mopping and waxing floors, washing windows, cleaning lavatory fixtures and replenishing necessary supplies; and
- Evaluates work performance of subordinate employees.

KNOWLEDGE: Good knowledge of building cleaning practices, supplies and equipment; good knowledge of the operation and maintenance of gas or oil fired low and high pressure boiler equipment; working knowledge of the tools, terminology and practices of the skilled trades; working knowledge of ground maintenance; ability to plan and supervise the work of custodial, cleaning, and maintenance personnel; ability to understand and follow oral and written instructions, ability to deal with school and civic groups in a courteous and tactful manner; dependability; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from High School or Vocational School or possession of a High School equivalency diploma and two (2) years of experience in commercial cleaning practice or general building maintenance including experience in any one (1) of the following trades; Carpentry, Electrical, H.V.A.C. Systems, Plumbing, OR
- b) Six (6) years of experience in commercial cleaning practices or general building maintenance including experience in any one (1) of the following trades; Carpentry, Electrical, H.V.A.C. Systems, Plumbing OR
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT:

Possession of a valid Class D New York State Driver's License at the time of appointment.

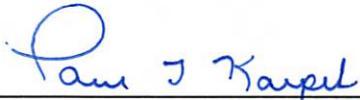
APPLICATION DEADLINE:

February 2, 2024

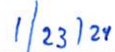
APPLICATION PROCEDURE:

Please complete the Support Staff Application available online at: www.aldenschoos.org include a resume and send to:

Paul J. Karpik, CPA
Alden Central School District
13190 Park Street
Alden, New York 14004



Paul J. Karpik, CPA
School Business Administrator



Date

☐

PROMOTIONAL POSITION

☒

CIVIL SERVICE EXAM REQUIRED FOR THE FULL-TIME POSITION

☐

CIVIL SERVICE EXAM NOT REQUIRED

Alden Central School District is an Equal Opportunity Employer