DATE: July 8, 2024

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Vacancy(s) - Custodian

At the present time the District has the following anticipated vacancies:

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Location</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUST-007</td>
<td>Vails Gate School</td>
<td>Transfers or *Provisional</td>
</tr>
<tr>
<td></td>
<td>3:00 PM – 11:00 PM</td>
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</tbody>
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*Custodian position is Provisional and Contingent upon results of the Civil Service Exam when issued.

GENERAL STATEMENT OF DUTIES:
Performs routine building cleaning and semi-skilled maintenance tasks; does related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
Good knowledge of building and cleaning practices, supplies and equipment, and ability to use them economically and efficiently; some knowledge of the operation and maintenance of steam boiler equipment; ability to make semi-skilled plumbing, electrical, carpentry and mechanical repairs; ability to understand and follow simple oral and written directions; willingness to perform janitorial tasks; thoroughness; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:
Completion of the ninth grade and one year of building cleaning or maintenance experience or any equivalent combination of training and experience.

• **Internal Applicants/Transfers:** Please submit a letter of interest to the Office of Human Resources, 124 Grand Street, Newburgh, NY, or FAX to 845-563-3468

  Please use the ‘Letter of Interest’ template found on the district’s web-site ([www.newburghschools.org](http://www.newburghschools.org)) under the DISTRICT TAB/Employment with the District.

• **External applicants** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Mr. McLymore. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:tc