

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

INTERNAL

**RECRUITMENT BULLETIN # 21-22-230
MARCH 2022**

**SENIOR CUSTODIAL WORKER
POUGHKEEPSIE CITY SCHOOL DISTRICT**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**SENIOR CUSTODIAL WORKER -DISTRICT WIDE
POUGHKEEPSIE CITY SCHOOL DISTRICT**

APPLICATION

Candidates must complete an application available to print through the Human Resources Tab at www.poughkeepsieschools.org

QUALIFICATIONS:

One (1) year of building cleaning or maintenance experience; or any equivalent combination of training and experience..

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Leads and participates in all cleaning activities;
2. Dusts chairs, tables, desks and other furniture; cleans and polishes furniture and brass;
3. Washes windows, walls, woodwork, bathrooms, tubs and bowls;
4. Ensures security of building;
5. May assign tasks to subordinates;
6. Sweeps, mops and washes floors;
7. Gathers and disposes of refuse;
8. Checks heating systems and performs preventative maintenance;
9. May be required to perform or assist in minor repairs as needed;

10. May be required to perform maintenance chores such as painting or snow removal.

The work of employees in this class is distinguished by responsibility for the efficient cleaning of a building usually on a night shift. Work is performed under direct supervision of an administrator, with some leeway on methods and priorities in cleaning a building. Supervision may be exercised over the work of a small number of custodial workers.

Working knowledge of cleaning methods, materials and equipment; ability to understand and carry out written and oral instructions; ability to lead and supervise the work of others; physical condition commensurate with the demands of the position.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

SALARY: In accordance with the CSEA contract

**FINAL DATE
FOR FILING:** March 25, 2022

**PLEASE SEND RESUMÉ
AND LETTER OF INTEREST TO :**

cc: mrodriguez@poughkeepsieschools.org
sstevens@poughkeepsieschools.org
Mr. Marcos Rodriguez
Director of Facilities
18 South Perry St.
Poughkeepsie, NY 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.