

Substitute vacancies available at Geneva City School  
Open to current Geneva School employees

### CUSTODIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the efficient and economical cleaning and maintenance of a building and related facilities. The work is performed under general direction with limited leeway for the exercise of independent judgment in keeping buildings and facilities up to approved standards of cleanliness and operation. May oversee the work of subordinates; does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes regular inspection of buildings and grounds to maintain proper cleaning and maintenance procedures;  
Participates in cleaning and maintenance work and may oversee individuals performing such activities;  
Operates or checks the operation of oil or gas heating systems;  
Checks to insure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;  
Keeps records and makes reports of supplies used and activities carried on;  
Consults with superior regarding unusual maintenance problems and makes recommendations concerning the purchase of supplies, materials and equipment;  
Reports any acts of vandalism or breakage to proper authorities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks; ability to follow moderately difficult oral and written directions; ability to assign and manage the work of others; thoroughness; resourcefulness; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year full-time paid experience, or its part-time equivalent, performing building cleaning or building maintenance work.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

REVISED: 8/3/00; 7/5/19; 12/18/19

CIVIL SERVICE CLASSIFICATION: FULL-TIME: COMPETITIVE

PART-TIME: NON-COMPETITIVE (in all Civil Divisions)

(Ontario County job specification for Custodian accepted by Geneva City School District accepted on 8/1/00, adopted 8/3/00)