



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

POSTING DATE:	December 16, 2025
POSITION:	Custodian *(HELPS Program)
HOURS:	8 hours daily
SALARY:	Minimum starting salary \$20.23 per hour
CLASSIFICATION REQUIREMENTS:	<ul style="list-style-type: none"> ▪ High School Diploma or GED ▪ Must meet Civil Service requirements ▪ NYSED fingerprint clearance
GENERAL JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ Regular inspection of buildings and grounds to maintain proper cleaning and maintenance procedures; ▪ Participate in cleaning and maintenance work; supervise such activities; ▪ Operate and check the operation of the heating and cooling systems; ▪ Ensure that buildings are heated/cooled, cleaned, locked/unlocked, and ready for all activities; ▪ Participate with other custodians in a team approach to problem solving; ▪ Consult with the Director of Facilities regarding unusual maintenance issues, reports of acts of vandalism, and/or breakage; ▪ Ensure that the buildings are clean and safe for students and staff; ▪ Assist with snow removal and other duties as assigned by Director of Facilities.
APPLICATION PROCEDURE:	<p>Complete a Phelps Clifton Springs CSD application via the Job Board AND Apply online on the Ontario County Civil Service Employment Portal, https://ontario-portal.mycivilservice.com/jobopps</p>
APPLICATION DEADLINE:	December 31, 2025

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Jeff Hamelinck, compliance officer/coordinator, at jhamelinck@midlakes.org. Mr. Hamelinck can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).