



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

POSTING DATE:	August 19, 2026
POSITION:	Custodian
HOURS:	8 hours daily
SALARY:	Minimum starting salary \$20.61 per hour
CLASSIFICATION REQUIREMENTS:	▪ High School Diploma or GED ▪ Must meet Civil Service requirements ▪ NYSED fingerprint clearance
GENERAL JOB DESCRIPTION:	▪ 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:	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
APPLICATION DEADLINE:	September 3, 2026, or until filled

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).

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>

CUSTODIAN

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.

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. While supervision is not a major function of this title, oversight and instruction may be provided to lower-level staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes regular inspection of buildings and grounds to maintain proper cleaning and maintenance procedures;
Leads and 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 ensure that buildings are heated, cleaned, locked and unlocked and in readiness for all activities;
Keeps records and makes reports of supplies used and activities conducted;
Consults with supervisor 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.

REVISED: 8/3/00; 7/5/19; 12/18/19; 11/23/22

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)

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES