

# Lackawanna City School District

---

**Anne G. Spadone**  
*Superintendent of Schools*

McKinley School Administrative Offices  
245 South Shore Blvd.  
Lackawanna, NY 14218  
Tel: (716) 827-6767 Fax: (716) 827-6710

RECRUITMENT BULLETIN # 12  
2013-2014 SCHOOL YEAR  
3/14/14

## **SUBSTITUTE CUSTODIAN**

### **POSITION:**

The Superintendent of Schools is interested in receiving applications from qualified individuals for the position of **SUBSTITUTE CUSTODIAN**

### **QUALIFICATIONS:**

1. Candidates must have building custodian experience and/or building maintenance experience.
2. Completion of a standard grade school course/or any equivalent combination experience and training sufficient to indicate ability to do the work.

### **DUTIES AND RESPONSIBILITIES:**

1. Substitute Custodians shall be responsible for the general condition of the buildings and grounds committed to their charge. They shall maintain, at all times, a polite attitude; being kind and courteous to pupils, teachers, and patrons. They shall cooperate with the teaching staff in maintaining order in the corridors and school grounds, and performing such reasonable services as the teachers and principals may require.
2. They shall report promptly to the principal any conditions that need to be remedied or repairs to be made.
3. Requisitions for equipment or materials for the proper discharge of their duties should be made by the custodian through his building principal.
4. Rooms should be properly heated to receive pupils, at least one-half hour before school opens, and he shall endeavor to maintain a classroom temperature that is healthful, with proper air circulation.
5. School rooms and corridors shall be cleaned and dusted daily, but classrooms shall not be cleaned and dusted during school hours.
6. School grounds and buildings shall be locked after the building is vacated and opened at proper times in the morning, and also, have the responsibility for proper night lights.
7. Walks and steps shall be kept well covered with sand or non-slip material. If this is neglected and an accident occurs, the substitute custodian shall be held responsible by the Board.

### **DUTIES &**

## **SUBSTITUTE CUSTODIAN**

### **RESPONSIBILITIES**

i

**(Cont'd.)**

8. Minor repairs shall be made upon the direction of principal, Supervisor of Building & Grounds, and no materials shall be purchased by the substitute custodian except upon purchase order requisition.
9. They shall guard against waste of fuel, water, light, and power.
10. They shall be familiar with the heating and ventilating systems of their assigned buildings.
11. Windows shall be cleaned inside at least once a month and outside as Necessary, and all walkways and steps shall be kept free of ice and snow.
12. If the weather is inclement, pupils shall be permitted entrance to the building as soon as they arrive.
13. They shall not use tobacco in any part of the building where school convenes or where pupils are regularly admitted while school is in session. No intoxicants shall be used while on school premises.
14. Daily, at the close of school, on Saturday, Sunday, and on holidays, curtains, window shades shall be drawn as the Principal for that building designates.
15. Substitute Custodians shall keep the lawn, shrubbery, and plants properly cared for.
16. He shall report to the Principal immediately the names of the pupils who damage or deface walls or property.
17. It is the substitute custodian's responsibility to see that the temperature of the building is kept to a sufficient degree to prevent freezing during cold weather, including holidays.
18. During the summer vacation period, substitute custodians shall perform such duties as may be delegated to them by the Supervisor of Buildings & Grounds. This shall include the cleaning and washing of all windows, walls, and finished woodwork where necessary, scrubbing all floors, and polishing all desks, painting & varnishing where necessary, cleaning all yards, and having their buildings and grounds inspected and approved before school opens.
19. The substitute custodians shall sign all delivery slips for their respective Buildings.
20. Maintain a log book on school repairs and maintenance and submit reports as required, etc.
21. Shall dress appropriately – no hats in building.

## **SUBSTITUTE CUSTODIAN**

22. The Board reserves the right to alter, eliminate, add or assign additional duties, through the Office of the Superintendent.

**LENGTH OF SERVICE:**

Temporary assignment based on need.

**RATE OF COMPENSATION:**  
**APPLICATION:**

\$11.00 per hour

Letters of application for R. B. #12 must be addressed to the Superintendent of Schools– c/o the Personnel Office – 245 South Shore Boulevard, Lackawanna, New York 14218. Please include your home address and telephone number. **A Civil Service application, which may be obtained in the Personnel Office, must also be completed.**

**STARTING DATE:**

To be determined

**FINAL DATE FOR FILING:**

No deadline, applications accepted continuously.

---

Anne G. Spadone  
SUPERINTENDENT OF SCHOOLS

***THE LACKAWANNA CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.***