DATE: January 5, 2024

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent Human Resources

RE: Vacancy(s) - Custodian

At the present time the District has the following anticipated vacancies:

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Location</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUST-005</td>
<td>Meadow Hill School</td>
<td>Transfers or Civil Service eligible ONLY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 AM – 7 PM</td>
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</tbody>
</table>

**General Statement of Duties:**

Performs routine building cleaning and semi-skilled maintenance tasks; does related work as required.

**Required Knowledges and Abilities:** Good knowledge of building and cleaning practices, supplies and equipment, and ability to use them economically and efficiently; some knowledge of the operation and maintenance of steam boiler equipment; ability to make semi-skilled plumbing, electrical, carpentry and mechanical repairs; ability to understand and follow simple oral and written directions; willingness to perform janitorial tasks; thoroughness; dependability; good physical condition.

**Acceptable Experience & Training:**

Completion of the ninth grade and one year of building cleaning or maintenance experience or any equivalent combination of training and experience.

- **Internal Applicants/Transfers:** Please submit a letter of interest to the Office of Human Resources,

  124 Grand Street, Newburgh, NY, or FAX to 845-563-3468

  *Civil Service eligible will be contacted by Human Resources.*

Please use the ‘Letter of Interest’ template found on the district’s web-site (www.newburghschools.org) under the DISTRICT TAB/Employment with the District.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM:sb