

**RENSELAER CITY SCHOOL DISTRICT
25 Van Rensselaer Drive
Rensselaer, New York 12144**

V A C A N C Y

January 2019

- POSITION:** School Bus Driver / Custodian
- QUALIFICATIONS:** Must be 21 years of age
High School Diploma or Equivalent
Clean Driving Record
CDL Class B Drivers License
School Bus and Air Brake Endorsements
Must submit to fingerprinting/background check.
Must be able to pass a drug screening and a physical fitness test
- SALARY/TERMS:** 12 months in accordance with the contract between the CSEA and the RCSD Board of Education.
- PRIMARY FUNCTION:** To maintain a safe, attractive, clean and comfortable environment for all students and employees in the assigned building, and operate a school bus as needed

Duties include the following:

1. Vacuum all carpeted areas.
2. Push mops all hard surface floors.
3. Damp mops floors as needed.
4. Clean and disinfect all lavatories, sinks, toilets, lavatory floors and tables.
5. Fills all paper products and soap dispensers.
6. Empties refuse containers.
7. Dusts desks and tables.
8. Dusts entire office/meeting room areas leaving them in a clean and usable state.
9. Must be capable of installing replacement light bulbs using a step ladder (up to 14’).
10. Must be able to wash windows and walls using a step ladder (up to 14’).
11. Remove broken furniture from office/meeting rooms and replace with repaired furniture.
12. Must be able to operate floor buffing and stripping equipment.
13. Requisition all needed cleaning supplies from the Supervisor of Buildings & Grounds
14. Refers all deficiencies and damage to the Supervisor of Buildings & Grounds using vandal and damage report forms. All safety hazards should be reported immediately.
15. Operates a school bus on an as needed basis as determined by the supervisors of Transportation and Buildings and Grounds.
16. Assists in the removal of snow and ice from all sidewalks, roadways and parking lots in District.
17. May be assigned to perform other tasks as required by the Supervisor of Buildings & Grounds.

**Mr. Charles Thomas, Supervisor of Buildings & Grounds
Rensselaer City School District
25 Van Rensselaer Drive
Rensselaer, NY 12144**

Applications are available in the Superintendent’s Office, in the School Main Offices and online at www.rcsd.k12.ny.us