### Vacancy Notice

**Position:** Custodial Worker I (Substitute)

**Division:** Operations and Maintenance

**Location:** Cortlandville Campus, Cortland Alternative School, and Seven Valleys New Tech Academy, Cortland, NY

**Duties:** Custodial work (routine manual building cleaning tasks, cleaning ceiling vents, changing lights, washing windows, toilets, fixtures, collecting trash, etc.); light duty repairs (minor maintenance and repair, maintain equipment, use power tools); recordkeeping (maintain stock level of supplies and equipment, inspect and maintain fire extinguishers and safety equipment, open and close building); grounds maintenance (mowing, snow removal, etc.); courier-type activities (move furniture, make deliveries, etc).

**Qualifications:** Demonstrated ability to do the work.

**Salary:** Grade 7; Salary to be determined

**Starting Date:** On or about March 22, 2021

**Closing Date:** Two (2) weeks from date Notice posted

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**To apply, forward cover letter and resume to:**

Personnel Department/Recruitment Office  
Onondaga-Cortland-Madison BOCES  
PO Box 4754  
Syracuse, NY 13221  
Telephone: (315) 433-2634 / Fax: (315) 433-2650  
recruitment@ocmboces.org

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