



# MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

## ANTICIPATED VACANCY - JOB POSTING

**POSTING DATE:** May 26, 2021

**POSITION:** Full Time Night Cleaner

**SALARY:** Per Contract

### CLASSIFICATION REQUIREMENTS:

- High School Diploma or GED
- Must be Civil Service approved
- Strong work ethic and the ability to work well with co-workers
- Willingness to perform routine cleaning and other manual tasks
- Cheerful can-do attitude and the ability to perform well without direct supervision.

### GENERAL JOB DESCRIPTION:

- Sweeping, mopping, vacuuming and waxing floors
- Dust woodwork, furniture and other equipment
- Wash walls and windows
- Clean rest rooms
- Arrange chairs, tables and other equipment for special use of buildings
- Lock down and secure work area
- Perform work as directed by building custodian and or supervisor

### APPLICATION PROCEDURE:

Apply online on the Ontario County Civil Service Employment Portal:  
<https://ontario-portal.mycivilservice.com/jobopps>

Application Deadline: June 10, 2021

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: Michele Robinette, compliance officer/coordinator, at [mrobinette@midlakes.org](mailto:mrobinette@midlakes.org). Mrs. Robinette 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).