



# MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

## VACANCY - JOB POSTING

**POSTING DATE:** September 2, 2021

**POSITION:** Substitute Food Service Helper (3.5 hours per day)

**SALARY:** \$12.50 per hour

### CLASSIFICATION REQUIREMENTS:

- Must have High School Diploma or GED
- NYS Education Dept. Fingerprint Clearance
- Must meet minimum Civil Service qualifications.

### GENERAL JOB DESCRIPTION:

- Ability to work well with others;
- Ability to follow directions;
- Demonstrated ability to collaborate and problem solve while maintaining a professional and even temperament;
- Positive attitude;
- Good attendance record;
- Physical and mental condition commensurate with the demands of the position;
- Must follow all food safety and sanitation regulations;
- Prior food service experience preferred, but not required.

### APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the [Job Board](#)

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

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).