

Naples Central School

NOTICE OF ANTICIPATED JOB OPENING

Date: May 24, 2022

Position: Cleaner – 8.0 hours per day **Work Hours are 12:00 p.m. – 8:30 p.m.**

Number of Positions: One – 40 hours per week

Minimum Qualifications:

Possess a High School Diploma or equivalent;

Ability to follow directions;

Ability to work well with others;

Ability to work independently;

Good Physical Condition

Distinguishing Features of the Class:

This is routine manual work requiring efficient and economical performance of cleaning and maintenance operations for buildings, grounds, and equipment. Work is performed under the general supervision of a custodian, or other superior in accordance with established policies.

Typical Work Activities:

Sweeps and mops floors and stairs; Dusts woodwork, furniture and other equipment; Washes windows, walls, sinks, and other fixtures; Polishes furniture and metal furnishings; Empties wastebaskets, collects and disposes of rubbish; Clears snow and ice from walks and driveways; May perform a variety of grounds keeping tasks; Delivers packages and messages; Arranges chairs and tables and other equipment for special use of building; Repairs window shades, replaces light bulbs.

Work Location: Naples Central School – Elementary and/or High School Buildings

Hours: 12:00 p.m. to 8:30 p.m.

Salary: \$13.20/hr.; Includes Health Insurance Benefits

Application Procedure: Go to www.naplescsd.org; look under the District Tab; Job Opportunities; scroll to bottom of the page; under Links you will find the links to the **Ontario County Civil Service Application** and the **Support Staff Application**.

There are two parts to the application procedure:

1. Submit your completed [NCS Employment Application](#) by *Thursday, June 9, 2022* to:
Naples Central School
136 North Main Street
Naples, NY 14512
Attention: Chad Hunt, School Business Administrator
2. Submit your Ontario County Civil Service form through the Ontario County website by *Thursday, June 9, 2022*. Go to <https://ontario-portal.mycivilservice.com/> and under **Current Vacancies**, click on the **Naples School – Cleaner position to apply**.

Application must be made by Thursday, June 9, 2022

The Naples Central School District offers employment opportunities without regard to sex, race, color, national origin or handicap. Inquiries regarding this nondiscrimination policy may be directed to: Title IX Coordinator, c/o Naples Central School, 136 N. Main St., Naples, NY 14512.