



SUBSTITUTE POSITIONS

The District continually accepts applications for all substitute positions. The following applications are open on the Ontario County Website:

<https://ontario-portal.mycivilservice.com/jobopps>

- Substitute positions paid at the current NYS Minimum Wage:
Substitute Teacher Aide; Substitute Teacher Assistant; Substitute School Monitor; Substitute Food Service Helper; Substitute Typist; Substitute Cleaner; Substitute Building Maintenance Assistant; & Substitute School Bus Monitor.
- Substitute School Bus Driver: \$18.00/hr.
- Substitute Automotive Mechanic/Bus Driver: \$18.35/hr.
- Substitute School Nurse: \$125.00/day
- Substitute Building Maintenance Mechanic: NYS Minimum wage plus \$1.50/hr.
- Substitute Life Guard: NYS Minimum Wage plus \$1.00/hr.

Application Procedure: *There are Two Parts to the application procedure:*

1. *Submit* your completed **Naples Central School Employment Application** (Available on the school website at www.naplescsd.org) to:
Naples Central School
136 North Main Street
Naples, NY 14512
2. **AND** your completed **Ontario County Civil Service form**, available on this website.

For information on applying for substitute positions at Naples Central School please check our school website at www.naplescsd.org. Interviews are scheduled by the Schools. Substitutes are called on an as-needed basis. Fingerprint clearance through NYSED will be required at the time of hire.

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 North Main Street, Naples, NY 14512.

FOOD SERVICE HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work performed under immediate supervision in connection with the preparation and service of food. On occasion, Food Service Helpers learn and may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook. The work is performed under supervision of a Cook or other higher-level supervisor with limited leeway allowed for the exercise of independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Works on tray line, placing food or beverage on trays according to menu and dietary requirements;
Transfers trays to and from dining areas;
Assists in the preparation of salads and desserts;
Helps the Cook or Cook-Manager in any phase of food preparation;
Slices and grinds meat, cheeses, vegetables, etc.;
Cleans dining rooms, dish, and linen closets;
Cleans, washes, and otherwise prepares vegetables and fruit for cooking;
Washes dishes, pots, and pans by hand or by machine;
Sweeps, mops, and cleans kitchen and serving area;
Prepares trays of between-meal nourishment;
Assists with receiving and storing food and supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; ability to follow oral and written directions and to make simple arithmetic computations; physical and mental condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required.

APPROVED: SEPTEMBER 14, 1993

REVISED: DECEMBER 1, 2022

CIVIL SERVICE CLASSIFICATION: LABOR