



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

CONTINUOUS - JOB POSTING

POSTING DATE: July 18, 2023
POSITION: Substitute Cleaner
HOURS: 8 hours per day
SALARY: \$15.00 per hour

CLASSIFICATION REQUIREMENTS:

- High School Diploma or GED preferred
- Must meet Civil Service requirements
- Strong work ethic and the ability to work well with co-workers
- 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:

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

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

APPLICATION DEADLINE:

Applications will be accepted continuously throughout the 2023-2024 school year.

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

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. 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).