

CLEANER

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: (Illustrative only)

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 groundskeeping tasks;
Delivers packages and messages;
Assists in the operation of a heating plant;
Arranges chairs and tables and other equipment for special use of building;
Repairs window shades, replaces light bulbs;
Paints rooms and equipment, and assists in making minor plumbing, electrical and carpentry repairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Some knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; ability to perform a variety of minor maintenance tasks; ability to follow oral and written instructions; willingness to perform routine cleaning and other manual tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPROVED: May 7, 1990

CIVIL SERVICE CLASSIFICATION: LABOR

Naples Central School

NOTICE OF JOB OPENING

Date: April 18, 2024

Position: CLEANER

Work Schedule: 8:00 a.m. – 4:30 p.m. - FIVE DAYS/WEEK

Number of Positions: ONE FULL-TIME POSITION – 40.0 hours per week

Starting Salary: \$15.00 - \$16.20/hour Based on experience

Benefits Include Health Insurance, Sick, Personal and Vacation Time

Minimum Qualifications:

Ability to follow directions;

Ability to work well with others;

Ability to work independently;

Good Physical Condition

Distinguishing Features of the Class:

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Typical Work Activities:

Sweeps and mops floors and stairs; May perform a variety of grounds keeping tasks; 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; 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

Application Procedure:

Information on applying is available on the NCS Website at <http://www.naplescsd.org>; look under the District Tab, Job Opportunities.

There are two parts to the application procedure:

1. Submit your completed [NCS Employment Application](#) on Recruitfront by *Friday, May 3, 2024* to:
2. Submit your Ontario County Civil Service form through the Ontario County website by *Friday, May 3, 2024*. 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 Friday, May 3, 2024

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.