



# MIDLAKES DISTRICT OFFICE

**PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT**

1490 State Route 488 Clifton Springs, NY 14432

## ANTICIPATED - JOB POSTING

**POSTING DATE:** July 17, 2024  
**POSITION:** Food Service Helper (3 positions)  
**HOURS:** 3.5 hours daily  
Elementary School: 10:15 a.m. – 1:45 p.m.  
Secondary School: 9:30 a.m. – 1:00 p.m.  
**SALARY:** Starting at \$15.50 per hour

### CLASSIFICATION REQUIREMENTS:

- High School Diploma or GED, preferred
- 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;
- Provide exceptional service to all students and staff at Midlakes;
- 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](#) and  
Apply online on the Ontario County Civil Service Employment  
Portal: <https://ontario-portal.mycivilservice.com/jobopps>

### APPLICATION DEADLINE:

August 1, 2024

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: Jeffrey Hamelinck, compliance officer/coordinator, at [jhamelinck@midlakes.org](mailto:jhamelinck@midlakes.org). Mr. Hamelinck 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).