



# MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

## CONTINUOUS - JOB POSTING

**POSTING DATE:** July 19, 2024  
**POSITION:** Substitute School Monitor (Cafeteria)  
**SALARY:** \$15.50 per hour  
**HOURS:** 3 hours daily

**CLASSIFICATION REQUIREMENTS:**

- High School Diploma or GED, preferred
- Fingerprint Clearance
- Must be Civil Service approved

**GENERAL JOB DESCRIPTION:**

- Supervise and support students during meal times;
- Assist with the flow of student traffic into and out of the cafeteria;
- Ensure that the cafeteria rules and regulations are being followed;
- Assist with cleaning cafeteria tables, chairs, and floors.

**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 2024-2025 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: 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).