



# MIDLAKES DISTRICT OFFICE

## PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

### CONTINUOUS - JOB POSTING

**POSTING DATE:** July 17, 2025

**POSITION:** Substitute Food Service Helper

**HOURS:** 9:30 a.m. – 1:00 p.m. or 10:15 am. – 1:45 p.m. (3.5 hours a day)

**SALARY:** \$15.50 per hour

**CLASSIFICATION REQUIREMENTS:**

- High School Diploma or GED, preferred
- 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;
- Positive attitude;
- 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:** Applications will be accepted continuously throughout the 2025-2026 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).