



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED – JOB POSTING

PUBLICATION DATE:	September 8, 2026
POSITION:	Day Shift Cleaner
HOURS:	7:00 a.m. to 3:30 p.m.
SALARY:	Starting at \$16.30 per hour; commensurate with experience
CLASSIFICATION REQUIREMENTS:	• Preference: High School Diploma or GED • Must meet Civil Service requirements
GENERAL WORK DESCRIPTION:	• Strong work ethic and the ability to work well with co-workers; • Willingness to perform routine cleaning and other manual tasks; • Cheerful attitude and the ability to perform well without direct supervision; • Sweeping, mopping, vacuuming, and waxing floors; • Dust woodwork, furniture, and other equipment; • Wash walls and windows; • Clean bathrooms; • Arrange chairs, tables, and other equipment for special use in buildings; • Block and secure the work area; • Other duties as assigned by building custodian and/or supervisor.
APPLICATION PROCEDURE:	Fill out a Phelps Clifton Springs CSD application through the job board and Apply online at the Ontario County Civil Service Employment Portal https://ontario-portal.mycivilservice.com/joboppps
APPLICATION DEADLINE:	September 23, 2026, or until filled

Classification requirements and general job description are presented here for illustrative purposes only and do not reflect the totality 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 Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries related to non-discrimination policies: Jeffrey Hamelinck, Compliance Officer jhamelinck@midlakes.org Coordinator. Mr. Hamelinck can also be reached at 315-548-6475 or by mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries regarding the implementation of Phelps-Clifton Springs Central School District's nondiscrimination policies may also be directed 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).

CLEANER

MINIMUM QUALIFICATIONS: None

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.

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