



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

POSTING DATE:	September 8, 2026
POSITION:	Student Helper (Cleaner)
SALARY:	\$16.50 per hour
CLASSIFICATION REQUIREMENTS:	▪ Must meet minimum Civil Service qualifications ▪ Available Monday-Friday, after school ends for the day
GENERAL JOB DESCRIPTION:	▪ Sweeping, mopping, vacuuming, waxing floors; ▪ Washing walls, running floor scrubber; ▪ General cleaning and washing windows; ▪ Moving furniture, collecting trash; ▪ Lock down and secure work area; ▪ Perform work as directed by building custodian and/or supervisor.
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:	Continuously accepting applications.

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. 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).

STUDENT HELPER

DISTINGUISHING FEATURES OF THE CLASS: This position is for current high school or college students and involves responsibility for assisting school staff members in a wide range of tasks that do not require certified personnel. The employee works under the immediate supervision of a professional staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in distributing books to classrooms;
Assists staff members in lunchroom supervision;
Performs general, routine clerical work such as filing and copying;
Assists the Information Technology staff with setting up, breaking down or moving computer equipment;
Assists the Information Technology staff with re-imaging computers, laptops and chrome books;
Assists custodial staff with routine cleaning duties such as, sweeping, mopping, cleaning desks, moving furniture, etc.;
Performs routine manual work such as raking, watering plants/trees, trash pickup on school grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Interest in working with people; ability to get along with others; dependability; ability to understand and follow directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

APPROVED: August 14, 1981

REVISED: March 19, 2022

CIVIL SERVICE CLASSIFICATION: LABOR