

# PLEASE POST

PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL  
1490 State Route 488  
Clifton Springs, NY 14432

**October 4, 2019**

## VACANCY NOTICE

District wide Positions  
**Substitute Cleaners**

### **Qualifications:**

1. High School Diploma or GED.
2. MUST BE CIVIL SERVICE APPROVED. Applications available in the District Office or the Ontario Civil Service website:  
<https://www.co.ontario.ny.us/DocumentCenter/View/7865/Civil-Service-Job-Application?bidId=>
3. Strong work ethic and the ability to work well with co workers
4. Cheerful can-do attitude and the ability to perform well without direct supervision.

### **General Job Description:**

1. Sweeping, mopping, vacuuming, waxing floors
2. Washing walls, running floor scrubber
3. Cleaning laboratories, washing windows
4. Moving furniture, collecting trash
5. Lock down and secure work area
6. Perform work as directed by building custodian and or supervisor

Interested applicants for this position are asked to submit a letter of interest, Substitute Cleaner application and Civil Service application **ASAP** to:

Richard Walker, Human Resources  
Phelps-Clifton Springs Central School District  
1490 Route 488  
Clifton Springs, NY 14432

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: Michelle Robinette, Compliance Officer/Coordinator, at [mrobinette@midlakes.org](mailto:mrobinette@midlakes.org). Ms. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1490 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).