Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Job Posting: 2413 11 26	**Substitute Cleaner**
Position Summary:	Performs routine manual work requiring the efficient performance of simple building cleaning tasks. The responsibility of an employee in this class involves the following: Cleans and services offices, rooms, clinics, halls, stairs, laboratories and other similar units, sweeps, mops and waxes floors using brooms, sweepers, polishers, dusts furniture and equipment with rags and polish, washes inside windows and cleans window sills, cleans and services lavatories with paper and soap, cleans and polishes glass panels in doors and partitions & etc.
Education Required:	Please see Civil Service listing (attached)
Qualifications:	Must be approved by Niagara County Civil Service
Shift	Second Shift
Compensation:	$16.00 per hour
Application Period:	Open recruitment
Application Procedure:	Submit the following: ● Letter of Interest ● Resume ● Non-Instructional Application ● Niagara County Civil Service Application *Applications can be found at www.lew-port.com
Apply to:	Lewiston-Porter Central School District Personnel Office 4061 Creek Road Youngstown, N.Y. 14174

Lewiston-Porter Central School District is an equal opportunity employer.

Lewiston-Porter Central School District
Personnel Office
4061 Creek Road
Youngstown NY 14174
Ph: 716-286-7242 Fax: 716-286-7877

DEPARTMENT: **ALL APPLICABLE**
CLASSIFICATION: **LABOR**
APPROVED: **JANUARY 9, 2012**

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: Performs routine manual work requiring the efficient performance of simple building cleaning tasks. The responsibility of an employee in this class involves only the thorough execution of tasks following an established routine. Direct supervision is received from an assigned superior. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Cleans and services offices, rooms, clinics, halls, stairs, laboratories and other similar units;
2. Sweeps, mops and waxes floors using brooms, sweepers, polishers;
3. Dusts furniture and equipment with rags and polish;
4. Washes inside windows and cleans window sills;
5. Cleans and services lavatories with paper and soap;
6. Cleans and polishes glass panels in doors and partitions;
7. Collects papers and garbage, collects trays, replaces light bulbs;
8. May assist with food service duties such as filling glasses and pitchers with water, passing trays, washing, sterilizing, and wiping glasses;
9. May deliver mail, packages, and supplies;
10. In schools, may be assigned to assist in maintenance helper class on seasonal basis;
11. Travels to multiple buildings when assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of building cleaning methods, procedures and equipment; ability to understand and follow simple oral and written directions; willingness to perform routine cleaning and other manual tasks; ability to get along well with others; thoroughness; dependability; honesty; initiative; good physical condition.

MINIMUM QUALIFICATIONS:

None required.

SPECIAL REQUIREMENT: When assigned to deliver mail, packages, and supplies or when traveling between buildings is necessary, the employee must possess a valid New York State driver's license at time of appointment and for duration of employment.