



# **Lackawanna City School District**

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## **Personnel Office**

245 South Shore Blvd.-Rm. 201

Lackawanna, NY 14218

Phone: 716.827.6744 Fax: 716.827.6710

RECRUITMENT BULLETIN NO. 14

2017-2018 SCHOOL YEAR

October 20, 2017

## **SUBSTITUTE CLEANER**

### **POSITION:**

The Superintendent of Schools is interested in receiving applications from qualified individuals for the position of **SUBSTITUTE CLEANER**. A substitute cleaner is called in for one 4-hour shift to cover for a permanent cleaner shift when there are absences.

### **QUALIFICATIONS:**

1. Candidate must have some knowledge of cleaning methods, materials and equipment.
2. Candidate must have the ability to understand and follow oral and written directions.
3. Candidate must have the ability to get along well with others.
4. Candidate must have the ability to read and write.
5. Candidate must be in good physical condition.
6. Prior to employment a pre-employment physical and background check/fingerprint clearance will be required.

### **DUTIES AND RESPONSIBILITIES:**

1. Dusts chairs, tables, and other furniture.
2. Washes windows, walls, woodwork, water closets, tubs, and bowls.
3. Vacuums, sweeps, mops, and washes floors.
4. Gathers and disposes refuse.
5. Cleans and polishes furniture and fixtures on a daily schedule.
6. Keeps wastebaskets empty and clean.

### **REPORTS TO:**

Building Custodian

### **SALARY:**

\$11.00/hour

### **STARTING DATE:**

Pending Board of Education Action contingent on physical clearance and fingerprint clearance.

### **LENGTH OF SERVICE:**

PER DIEM, ON CALL BASIS – 4 hour shifts

There is no guarantee of any set schedule or minimum days you will work.

### **APPLICATION:**

Letters of interest must be addressed to the Superintendent of Schools– c/o the Personnel Office — 245 South Shore Boulevard, Lackawanna, New York 14218. A Civil Service application, which may be obtained in the Personnel Office, or on the District website, [www.lackawannaschools.org](http://www.lackawannaschools.org), (under Personnel Department/Employee Forms & Resources ) must also be completed.

### **FINAL FILING DATE:**

Open – accepting applications continuously.

**Anne G. Spadone**  
SUPERINTENDENT OF SCHOOLS