



Substitute Cleaners * Sullivan West Central School District Jeffersonville, NY

Overview: Sullivan West Central School District is seeking Substitute Cleaners in Jeffersonville, NY and Lake Huntington, NY.

Sub Cleaners are responsible for routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are performed according to a well-established procedure, and maintenance tasks are performed under direct supervision or according to specific instructions. Supervision is received from an assigned supervisor. Supervision over the work of others is not a responsibility of employees of this class.

Responsibilities:

Sweeps and mops floors and stairs
Dusts desks, woodwork, furniture and other equipment
Washes windows, walls, blackboards, sinks and other fixtures
Polishes furniture and metal furnishings
Empties waste baskets, collects and disposes of rubbish
Clears snow and ice from walks
May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds-keeping tasks as assigned. Assists in the operation of an oil or gas low-pressure heating system
Delivers packages and messages
Places and removes traffic safety signs
Arranges chairs and tables and other equipment for special use of school building
Repairs window shades, replaces light bulbs, soap and towels
Paints rooms and equipment and assists in making minor plumbing, carpentry and electrical repairs.

Requirements:

- Previous experience in custodial or commercial cleaning preferred
- Knowledge of proper cleaning techniques and use of cleaning chemicals
- Ability to operate cleaning equipment such as buffers and carpet cleaners
- Strong attention to detail and ability to work independently

- Physical stamina to perform repetitive tasks and lift heavy objects
- Excellent time management skills to prioritize tasks effectively

Skills:

Hard Working and Dependable

Working knowledge of building cleaning practices, supplies and equipment; ability to follow simple oral and written instructions

willingness to perform routine cleaning and other manual tasks

ability to get along well with others; willingness to work under all weather conditions; thoroughness; and dependability.

Available on short notice to work when needed

Requirements:

Valid Driver's License, Reference Check, must be 18 years old

Background Check

Ability to lift 40 plus pounds and stand for long periods of time

Shift and Salary; This is a per diem part-time position, Monday - Friday, First Shift, \$16.50 hourly. 16 hours weekly

Apply by emailing resume to ritzlau@swcsd.org or by calling 845-932-8401 Ext. 3002