



DEPEW UNION FREE SCHOOL DISTRICT

District Offices
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

Jeffrey R. Rabey, Ph.D
Superintendent of Schools
(716) 686-5105
Fax (716) 686-5101

Susan B. Frey
Assistant Superintendent
for Curriculum, Instruction,
and Personnel
(716) 686-5129
Fax (716) 686-5101

Susan Arena
Business Administrator
(716) 686-5110
Fax (716) 686-5112

CSEA JOB POSTING NOTICE OF VACANCY

TITLE: Grounds Laborer - .5 FTE
Housekeeping Laborer - .5 FTE
Full-time position

LOCATION: Grounds Laborer – Maintenance grounds 12:00 pm – 4:00 pm
Housekeeping Laborer – Cayuga Heights 4:00 pm – 8:30 pm
Monday - Friday

SALARY/BENEFITS: As per CSEA Contract

**ANTICIPATED
START DATE:** December 20, 2017

**QUALIFICATIONS/
DUTIES/SKILLS:** See attachment

JOB DESCRIPTION: See attachment

**APPLICATION
DEADLINE:** November 21, 2017

INTERESTED PARTIES SHOULD SUBMIT AN APPLICATION IN WRITING TO:

Jeffrey R. Rabey, Ph.D., Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road
Depew, New York 14043

November 14, 2017

JOB DESCRIPTION

2017

5.4

Grounds Laborer

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing routine manual work requiring physical endurance and willingness to perform a variety of routine and repetitive tasks. Directs work assignments and reviews work completed. Supervision may be exercised by this class over part-time, seasonal and lower ranking maintenance and cleaning personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Cleans and services buildings by sweeping and mopping offices, halls, stairways, etc;
2. Vacuums carpets, waxes and buffs floors with mechanical equipment;
3. Scrubs and cleans all areas of lavatories such as sinks, toilets, urinals, etc.;
4. Cleans lighting fixtures, replaces light bulbs, and washes windows, moves furniture and equipment and washes walls;
5. Assists with outside work such as sweeping walks, shoveling snow, cutting lawns, trimming hedges, may use lawn mower and riding snow plowing equipment, etc.;
6. Loads, unloads trucks and stocks supplies;
7. Picks up and disposes trash or soiled linen and operates clothes washing machine;
8. Gathers and disposes refuse;
9. Complies with various Occupational Safety and Health Administration (OSHA) laws and regulations, including reading and understanding Material Safety Data Sheets relating to hazardous materials and other substances;
10. Replenishes lavatory supplies;
11. Can act as a messenger.
12. May be required to operate a District vehicle; therefore, possession of a valid New York State motor vehicle license will be required.
13. May be assigned other tasks by Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the maintenance and repair of buildings, fixtures, and equipment; ability to make a variety of simple repairs and adjustments to buildings and equipment; ability to lift medium weights; willingness to perform routine manual work; willingness to work under all weather conditions; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

MINIMUM QUALIFICATIONS:

Applicants must be able to perform moderately heavy physical labor, and be able to read, write, and understand the English language.

JOB DESCRIPTION

2017

5.1

Housekeeping Laborer

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing routine manual tasks in the care and cleaning of buildings. The work requires the performance of simple cleaning tasks which require frequent bending, stretching, stooping and walking. Work is performed under the direct supervision of a higher ranking custodial or administrative employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Cleans and services buildings by using mops, brushes, detergents, and other cleaning implements to wash floors, corridors, stairs and stairwells, walls, partitions and windows;
2. Cleans lighting fixtures, replaces light bulbs, and washes windows, moves furniture and equipment and washes walls in connection with cleaning and care function;
3. Vacuums carpets, dusts woodwork, furniture and fixtures;
4. Waxes and buffs floors with mechanical equipment;
5. Scrubs and cleans all areas of lavatories such as sinks, toilets, urinals, etc. Replenishes lavatory supplies;
6. Polishes wood and metal fixtures and equipment;
7. Gathers and disposes refuse;
8. Complies with various Occupational Safety and Health Administration (OSHA) laws and regulations, including reading and understanding Material Safety Data Sheets relating to hazardous materials and other substances;
9. May be assigned other tasks by Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the properties of various cleaning substances; ability to understand and follow verbal and simple written instructions; ability to stand, stoop, bend and stretch for long periods of time; ability to use various cleaning equipment and products; thoroughness; dependability, physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

MINIMUM QUALIFICATIONS:

There are no education or experience requirements. Applicants must be able to perform light laboring tasks.