# DEPEW UNION FREE SCHOOL DISTRICT

District Offices
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## CSEA JOB POSTING
## INTERNAL/EXTERNAL
## NOTICE OF VACANCY

| | |
|---|---|
| **TITLE:** | **LABORER – Assigned to housekeeping**<br>**Part-time (3 open positions)** |
| **LOCATION:** | High School |
| **JOB DESCRIPTION:** | See attached |
| **HOURS:** | MONDAY - FRIDAY 2:30 PM - 7:30 PM |
| **SALARY:** | $13.29 per hour |
| **ANTICIPATED START DATE:** | **As soon as possible** |
| **Internal letter of interest DEADLINE:** | **March 23, 2020** |
| **External Application DEADLINE:** | **April 3, 2020** |

INTERESTED PARTIES SHOULD SUBMIT TO:

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

**March 12, 2020**

# 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.