



## DEPEW UNION FREE SCHOOL DISTRICT

District Offices  
5201 S. Transit Road  
Depew, New York 14043-4335  
[www.depewschools.org](http://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 ANTICIPATED NOTICE OF VACANCY

**TITLE:** **LABORER (PART-TIME)**

**LOCATION:** Depew Middle School

**HOURS:** Monday – Friday  
2:30 p.m. – 7:30 p.m.

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

**JOB DESCRIPTION:** See attached

**SALARY:** \$11.85 per hour

**APPLICATION  
DEADLINE:** August 31, 2017

INTERESTED PARTIES SHOULD SUBMIT A LETTER OF INTEREST TO:

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

8/18/2017

<b>JOB DESCRIPTION</b>	2017  Laborer	5.4  1 of 2
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**TITLE: 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. 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. Replenishes lavatory supplies;
10. Can act as a messenger.

**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.

(continued)

<b>JOB DESCRIPTION</b>	2017	5.4
	Laborer	2 of 2

**TITLE: LABORER (Cont'd.)**

**MINIMUM QUALIFICATIONS:**

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

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.