



OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

People are the core of Otsego Northern Catskills BOCES. We believe in the well-being and happiness of our employees and take pride in taking care of our team members by providing exceptional benefits that support their overall quality of life. We know that employees that are happy and healthy help us to provide world-class opportunities for our students and districts.



Providing leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

ONC BOCES is seeking two (2) Cleaners for OAOC in Milford. These are full-time, 12-month, ESPA Unit, Labor Class, Civil Service positions.

The successful candidates will work 2:30 p.m.—10:30 p.m. and will help maintain the building facilities in a condition of operating excellence, cleanliness and safety; must be willing to be flexible during shift to complete priority tasks and able to lift up to 50 lbs. Knowledge of mechanical systems, attention to detail and commercial cleaning preferred. Valid driver's license preferred.

Salary: \$28,663, plus up to an additional \$600 for college credits

Paid holidays, generous sick and vacation time, NYS retirement, EAP, continuing education assistance, and exceptional insurance,

For more information, please contact:
humanresources@oncboces.org

www.oncboces.org/jobs

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any other class protected by state or federal law in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

Distinguishing Features of the Class: This work involves responsibility for physical work involving 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. The work is performed under the direct supervision of a Building Maintenance Worker or other school administrator. Does related work as required.

Typical Work Activities (Illustrative Only):

Sweeps, mops and washes floors and stairs;
Uses heavy mechanical equipment in stripping, waxing and polishing floors;
Dusts chairs, tables, desks and other furniture;
Polishes furniture and brass
Empties wastebaskets, collects and disposes of trash;
Arranges chairs and tables and other equipment for special use of building;
Repairs window shades, replaces lights bulbs, soap and towels;
Moves furniture, supplies and other equipment
Cleans walls, bath fixtures, equipment, beds and furniture daily;
May clear snow and ice from walks;
May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds keeping tasks assigned;
May assist in the operation and maintenance of an oil or gas fired low pressure heating system;
May be required to wash outside of windows at extreme heights;
May sand and repair desks, tables and chairs;
May assist in making minor plumbing, carpentry and electrical repairs;
May load and unload trucks.

Full Performance Knowledge, Skills and Abilities: Working knowledge of common cleaning, disinfecting methods, materials and equipment; skill in the use of cleaners and maintenance equipment (e.g., vacuum cleaner, carpet shampooer and floor buffer); skill in the use of grounds maintenance tools and equipment (e.g., trimmers, mowers, snow blowers, chain saw); ability to understand and follow simple oral and written directions; ability to lift heavy objects and perform work requiring bending, climbing, reaching and repetitive motion; willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors; thoroughness; physical condition commensurate with the demands of the position.