

Belleville Henderson Central School District  
8372 County Route 75, Adams, NY 13605

**OPENING FOR CLEANER POSITION**

APPLICATION DEADLINE: Deadline: October 8, 2021

BHCS is accepting applications for an anticipated opening for a full time cleaner position:

- Full time cleaner position (35-40 hours weekly);
- This is routine and repetitive physical work including the efficient and economical performance of building cleaning, grounds care, and occasional minor maintenance tasks.
- Cleaning tasks are performed under direct supervision or according to specific instructions. The incumbent does related work as required.

**PRIMARY JOB FUNCTIONS:**

- Performs regular cleaner duties such as (but not limited to) sweeping, mopping, vacuuming;
- Uses heavy mechanical equipment in stripping, waxing, and polishing floors;
- Dusts chairs, tables, desks, and other furniture;
- Polishes furniture and brass;
- Empties wastebaskets and collects and disposes of trash;
- Arranges chairs and tables and other equipment for special use of building;
- Repairs window shades, replaces light bulbs, fills soap hand sanitizer, and towel dispensers;
- Moves furniture, supplies, and other equipment;
- Cleans walls, bath fixtures, equipment, and furniture;
- May clear snow and ice from walks;
- Mows lawns, trim shrubs, rakes leaves, and performs a variety of other grounds keeping tasks as assigned;
- May assist in the operation and maintenance of an oil or gas-fired low-pressure heating system;
- Washes windows, walls, blackboards, sinks, and other fixtures;
- Makes minor plumbing, carpentry, painting, and electrical repairs;
- Prepares and maintains simple records and reports.

**JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE SKILLS AND ABILITIES):**

- Preferred one year of experience in the maintenance or cleaning of buildings;
- On the job training provided;
- Working knowledge of common cleaning and 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, and snow blowers);
- 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;
- Ability to assist in minor maintenance repair work;
- Willingness to perform routine cleaning and other physical tasks;
- Willingness to be exposed to dust, dirt, grease, grime, offensive sights, and odors;
- Physical condition commensurate with the demands of the position.

**BENEFITS:**

- Paid time off;
- Retirement Plan (New York State Retirement System);
- Insurance.

**APPLY**

- A letter of interest;
- A completed application found at [www.bhpanthers.org](http://www.bhpanthers.org);
- Fingerprint clearance through NYS (Identogo);
- Three letters of reference.
- Submit application materials to:  
Sally Kohl, District Clerk, Belleville Henderson Central School District  
8372 County Route 75  
Adams, NY 13605

BHCSD is an Equal Opportunity Employer