

**TO:** All Employees of the Greater Nanticoke Area School District and any interested Persons

**FROM:** Dr. Ronald Grevera, Superintendent of Schools

**DATE:** June 1, 2015

**POSITION:** Cleaning Substitute

**QUALIFICATIONS:**

1. Must be reliable
2. Interpersonal skills to interact with other employees and students
3. Act 114 Fingerprinting, Valid Criminal Record Check and Child Abuse History Clearance
4. High School Diploma or GED
5. Must be able to read and comprehend simple instructions

**DUTIES:**

- Cleans and preserves assigned areas in the building, secures building, restocks disposable items and maintains inventory
- Mopping (wet and dry); washes surfaces such as walls, glass, and chalkboards; vacuum, dust, and sweep. Cleaning and disinfecting.
- Move furniture, equipment, and supplies when necessary.
- Cleans steps. Reports vandalism of any kind.
- Keeps areas neat, clean, and orderly.
- Reports hazardous conditions to the Supervisor of Buildings and Grounds
- Related duties are listed in a job description on file in the Office of the Supervisor of Buildings and Grounds.

**HOURS OF EMPLOYMENT:** 3 hours per day

**HOURLY RATE:** \$9.00

**SEND LETTER OF APPLICATION TO:**

Dr. Ronald Grevera, Superintendent  
Greater Nanticoke Area School District  
427 Kosciuszko St.  
Nanticoke, PA 18634-2690