

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

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

**DATE:** June 25, 2018

**POSITION:** Cleaner (1 position available)

**QUALIFICATIONS:**

- Must be reliable
- Interpersonal skills to interact with other employees and students
- Act 114 Fingerprinting, Valid Criminal Record Check and Child Abuse History Clearance
- High School Diploma or GED
- 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, 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

**CLOSING DATE:** Until filled

**SEND LETTER OF APPLICATION TO:**

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

*The Board of School Directors declares it to be policy of this district to guarantee to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, ancestry, national origin, or use of guide dogs because of blindness of the user.*