DATE: September 12, 2023

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent for Human Resources

RE: Anticipated vacancies – CSEA – Cleaner-Part Time – 23-24 SY

At the present time the District has the following anticipated vacancies:

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Location</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLPT-Part Time</td>
<td>Balmville School</td>
<td>Part Time Cleaner/Shift: 7 AM – 12 PM</td>
</tr>
</tbody>
</table>

**Funding Source:** General Fund

**QUALIFICATIONS:**
Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; good physical condition.

- **Internal applicants must** submit a current resume and letter of interest to:
  
  Office of Human Resources, 124 Grand St. Newburgh, NY 12550  **OR**  FAX to: 563-3468

- **External applicants** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Mr. McLymore.**

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

MM: sb