DATE: December 8, 2023

MEMO: TO ALL SCHOOLS - PLEASE POST

FROM: Michael McLymore, Assistant Superintendent for Human Resources

RE: Anticipated vacancies – CSEA - Cleaners

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

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Location</th>
<th>Position</th>
<th>Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEN-057</td>
<td>NFA North</td>
<td>Cleaner</td>
<td>7:00 AM – 4:00 PM</td>
</tr>
<tr>
<td>CLEN-039</td>
<td>THA</td>
<td>Cleaner</td>
<td>3:00 PM – 11:00 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