



*a town for a lifetime*  
**IRONDEQUOIT** *New York*

## JOB ANNOUNCEMENT

**TITLE:** CLEANER (Part-time 20 hours per week)

**SALARY:** \$15.00 per hour

**LOCATION:** Irondequoit Town Hall & other Town Facilities

### **Diversity and Inclusion are Core Values at the Town of Irondequoit**

The Town of Irondequoit strives to have employees that represent the community in which we serve. We believe that diversity and inclusion make the Town of Irondequoit better by providing a place where bringing together a variety of perspectives leads to greater innovation and success.

### **JOB SUMMARY:**

The Town of Irondequoit is looking for a dependable employee to clean the building who has a willingness to learn new tasks, to respond to training rapidly and to succeed without the need for micro-management. Your mission will be to help us make the first impression to our guests and co-workers. Responsibilities include general cleaning, sweeping, vacuuming, cleaning the bathrooms, mopping stairwells and entrance way, emptying wastebaskets, filling dispensers with soap and paper products, cleaning handrails and ensuring that our facilities are kept to the highest standards. You may also be tasked with setting up conference rooms for meetings, loading and unloading trucks, securing the building, snow removal, and other duties as required. Must be willing to perform repetitive cleaning tasks and work in all kinds of weather as picking up trash inside and outside the buildings is also required.

### **MINIMUM QUALIFICATIONS:**

There are no education or experience qualifications for this position, ideal candidate must be trustworthy and flexible to change in weekly priorities. As a representative of the Town of Irondequoit, you must be focused on public service, be able to follow oral and written instructions, especially as printed on cleansing agents. You must have a willingness to perform routine manual work under all weather conditions, maintain effective working relationships with other employees, and maintain physical condition commensurate with the demands of the position.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Town of Irondequoit will be required to pass a pre-employment background investigation. Failure to meet the standards may result in disqualification.

**CIVIL SERVICE CLASSIFICATION:** Labor

**FLSA CLASSIFICATION:** Non-exempt

**RESIDENCY REQUIREMENT:** Applicant must be a resident of Monroe County at the time of appointment.

**SEND EMPLOYMENT APPLICATION TO:**

Department of Human Resources  
1280 Titus Ave, Rochester, NY 14617

**POSTING DATE:** AUGUST 25, 2021

**DEADLINE:** UNTIL FILLED

**APPLY  
NOW!**

**1280 TITUS AVENUE, ROCHESTER, NEW YORK 14617, PHONE: (585) 336-7275, FAX: (585) 336-7282**

IT IS THE POLICY OF THE TOWN OF IRONDEQUOIT TO AFFORD EQUAL OPPORTUNITY TO ALL APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, AND SEXUAL ORIENTATION, AND TO AFFORD EQUAL OPPORTUNITIES TO INDIVIDUALS WITH A DISABILITY, VETERANS OF THE VIETNAM ERA, AND DISABLED VETERANS IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS.