

NOTICE OF VACANCY

Title: Cleaner (Part-time)
Grade: 1
Salary: \$24,466.00 (Bi-weekly \$938.42)

Classification: Labor Class

The City of Kingston is looking for a Part-time (night) Cleaner to report to the City Clerk. The regular hours are 6:00 pm to 9:30 pm at City Hall in Kingston.

Typical work activities include performing routine building duties requiring efficient performance of simple cleaning tasks under immediate supervision. The work of the employees in this class involves only the thorough execution of tasks which follow a well-established routine. In the case of an emergency, cleaners may be required to work in other than their normally assigned shift.

Examples of work may include but is not limited to cleaning chairs, tables, desks and other furniture. Washing walls, woodwork, water closets, tubs and bowls; sweep and mop floors; gather and dispose of refuse; clean and polish furniture and brass. Strips, waxes and buffs floors; move furniture and supplies and equipment. May perform a variety of building maintenance or repair and perform a variety of cleaning tasks, including shoveling snow and sanding sidewalks.

Required knowledge, skills and abilities include some knowledge of cleaning methods, materials, and equipment. Candidate must understand and follow simple oral and written directions as well as have the ability to get along well with others.

No prior training or experience is necessary.

Applications may be obtained at the Civil Service Office located at 420 Broadway, Kingston, NY 12401 or on our website at www.kingston-ny.gov/Employment. Please submit applications no later than Friday, November 17, 2023.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer