



PLEASE POST

SUSAN JOHNSON
Acting Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

January 22, 2025

JOB POSTING #6

2024 - 2025 SCHOOL YEAR VACANCY

POSITION: **Duplicating Machine Operator**

JOB DUTIES:

- Operates a variety of duplicating machines, including software active machines and similar equipment; performs related duties as required.
- Sets up and operates mimeograph machines.
- Assists in setting up and operating offset printing machines.
- Collates, staples and folds duplicated materials, using a folding machine as required.
- Keeps records of production.
- Performs routine maintenance to equipment.

LOCATION: Hempstead High School

COMPENSATION: Contractual hourly rate

CLOSING DATE: January 31, 2025

APPLICATION PROCEDURE: To apply click on this link www.olasjobs.org/hempstead-ufsd

Rodney Gilmore, Ed. D.

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources

We are an Equal Opportunity Employer