

**PORTALES MUNICIPAL SCHOOLS  
501 SOUTH ABILENE  
PORTALES, NEW MEXICO 88130  
575-356-7000**

**NOTICE OF VACANCY**

**POSITION:** Substitutes for Cafeteria and Custodian Positions

**SALARY:** Hourly Wages

**REQUIREMENTS** Application and any other paperwork required by the personnel and business offices, Fingerprinting (\$40.25 money order made out to the Department of Public Safety)

**QUALIFICATIONS:** Experience Preferred

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Interested and qualified persons may submit an application to the Personnel Office. Additional information may be obtained by contacting the Personnel Office, 501 South Abilene, Portales, NM, 88130, (575) 356-7000.

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It is the policy of the Portales Municipal Schools to provide equal opportunity in employment or the provision of services to all employees and applicants for employment. No person shall be discriminated against in employment because of such individual's race, religion, color, age, sex, marital status, veteran status, national origin, or disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed.