

# Nettle Creek School Corporation

## Vacancy Notice: Custodian

Nettle Creek School Corporation Superintendent, Mrs. Emily Schaeffer, has announced a vacancy notice for the position of Custodian at Hagerstown Junior-Senior High School. This is a full-time position, 260-days a year.

### **Qualifications:**

- High school diploma or general education degree
- Certification in trade preferred
- Experience in maintenance preferred
- Attention to detail, dependability, and a strong work ethic.

### **Job Duties:**

- Keep buildings and premises, including sidewalks, driveways and play areas neat and clean at all times.
- Shovel and sand walks and steps as appropriate.
- Maintain buildings and premises, including sidewalks, driveways and play areas. This includes sweeping classroom and hallways floors, stairwells, dusting/cleaning furniture and fixtures, instructional surfaces, window glass, mirrors, sanitary fixtures and drinking fountains daily.
- Determine and initiate the proper action to be taken to effectively and quickly complete repairs in accordance with school policy, maintenance practices and priority and urgency of operations.
- Carry out supervisory responsibilities in accordance with school corporation policies and applicable law including training employees; planning, assigned and directing work, consulting on staff performance reviews and addressing complaints and resolving problems.
- Conduct routine and periodic inspections of school and facilities.
- Analyze needs and make recommendations for procurement of materials and supplies.
- Immediately report damage and major repairs to the school property to the Director of Operations.
- Provide in-service training for maintenance personnel on new equipment, and work methods.
- Conduct safety inspections, accident investigations and carry out training programs to create a safe environment.
- Other duties as assigned.

### **Salary & Terms of Position:**

- This position will be paid a salary commensurate with experience.

- This is a 40 hours a week and year-round, 260 day position.

**Application Process:**

- Send an email to Mr. Jerry Hillman, Director of Operations ([jhillman@nettlecreek.k12.in.us](mailto:jhillman@nettlecreek.k12.in.us)) and Mrs. Emily Schaeffer, Superintendent ([eschaeffer@nettlecreek.k12.in.us](mailto:eschaeffer@nettlecreek.k12.in.us))
- Please also complete our online application found at <https://form.jotform.com/223483613241046>
- Please indicate 'Custodian' as the position you are seeking.

**Timeline:**

- Vacancy notice posted on December 14, 2023.
- Successful candidate will begin as soon as possible.