

Nettle Creek School Corporation

Vacancy Notice: Student Employee for Building & Grounds

Nettle Creek School Corporation Superintendent, Mrs. Emily Schaeffer, has announced a vacancy notice for the **student** position in the Building and Grounds Department at Nettle Creek Schools. This is a part-time position.

Qualifications:

- Good academic standing.
- Ability to work effectively with other staff members.
- The job requires physical exertion, such as lifting, bending, and sweeping.
- Being able to show up for scheduled shifts on time and consistently complete assigned tasks is crucial.
- A willingness to work hard and complete tasks to a high standard is essential.

Job Duties:

- Keep buildings and premises, including sidewalks, driveways and play areas neat and clean at all times.
- 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.
- Organizing chairs, desks, and other furniture in classrooms and common areas.
- Cleaning up minor spills and reporting larger ones to supervisors.
- Assisting with setting up chairs, tables, and other equipment for school events and taking them down afterwards.
- Using cleaning products safely and following all established safety protocols.
- Mowing, weedeating, and caring for school grounds.
- Immediately report damage and major repairs to the school property to the supervisor.
- Other duties as assigned.

Salary & Terms of Position:

- This position will be paid \$10.21 per hour.

Application Process:

- Send an email to Mr. Jerry Hillman (jhillman@nettlecreek.k12.in.us) and Mrs. Jamie Rector (jrector@nettlecreek.k12.in.us)
- Please also complete our online application found at <https://form.jotform.com/223483613241046>
- Please indicate 'maintenance' as the position you are seeking.

Application posted on March 12, 2024.