

Nettle Creek School Corporation

Vacancy Notice: Evening Part-Time Custodian

Nettle Creek School Corporation Superintendent, Mrs. Emily Schaeffer, has announced a vacancy notice for the position of an evening Custodian at Hagerstown Junior-Senior High School. This is a part-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.
- Physical stamina and ability to perform manual labor tasks

Job Duties:

- Keep buildings and premises, including sidewalks, driveways and play areas neat and clean at all times.
- Areas include, but are not limited to, stairwells and 2nd floor bathrooms.
- Maintain buildings and premises, including sidewalks, driveways and play areas. This includes sweeping, mopping, and vacuuming classroom and hallways floors, stairwells, dusting/cleaning furniture and fixtures, instructional surfaces, window glass, mirrors, sanitary fixtures and drinking fountains daily.
- Empty trash cans and replacing liners throughout the school.
- Wiping down surfaces.
- Cleaning and maintaining locker rooms and athletic facilities.
- Reporting any maintenance issues.
- Setting up and taking down furniture for events.
- Other duties as assigned.

Salary & Terms of Position:

- This position will be paid hourly.
- This is a 20 hours a week and year-round, 260 day position.

Application Process:

- Send an email to Mrs. Emily Schaeffer, Superintendent (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 October 22, 2024.
- Successful candidate will begin as soon as possible.