



Valders Area School District

138 Wilson St., Valders, Wisconsin 54245-9645

Voice: 920-775-9500 Fax: 920-775-9509 Web site: www.valders.k12.wi.us

Striving for Excellence!

VACANCY ANNOUNCEMENT

- Position:** Summer Custodial
(40 hours per week, June 11 – August 17, 2018)
- Position Description:** Clean and maintain the buildings in a condition of operating excellence. Hours are typically from 7:00 a.m. to 3:30 p.m. An afternoon shift will be considered; times to be determined. The District retains the right to alter hours at any time.
- Qualifications:**
- 16 years old by June 1, 2018.
 - General ability in cleaning and minor maintenance which may require medium to heavy lifting and/or moving of general office, cleaning and maintenance items including, but not limited to, desks, chairs, lumber, soil, ladders, etc.
 - Ability to follow a work schedule with effectiveness and efficiency; reliability and promptness are required. Employees are asked to work a minimum of 90-95% of available summer hours.
 - Ability to understand and following safe-handling techniques to ensure personal safety and safety of fellow employees. Safety training will be provided on first day of work.
 - Attitude of pride in keeping building clean and well-maintained
 - Additional Workers' Expectations are listed on page 2, below
- Salary/Benefits:** Starting wage is \$8.00 per hour, depending upon qualifications and experience.
- Closing Date:** Online applications will be accepted through **Monday, April 30, 2018**, or until filled. It is the responsibility of the applicant to submit a complete online application by this deadline. An online application which has been initiated but not submitted by the closing date has not met the deadline and will not be considered for the position.
- Online Application:** Please visit www.valders.k12.wi.us, under District Admin, Job Openings, select New Jobs link, and follow the online application process instructions. For additional assistance, please contact the District Office at (920) 775-9500.

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, religion, race, national origin, sex, disability, age, color, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical, mental, emotional, or learning disabilities, or genetic information in its programs, activities, or employment.

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Educating Everyone . . . Takes Everyone!

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201 West Wilson Street - Valders, Wisconsin 54245-9645
Voice: 920-775-9507 Fax: 920-775-9509 Web Site: www.valders.k12.wi.us
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Maintenance & Custodial Department

Staff Summer Workers' Expectations

- ❖ Employees must be at least **16 years** of age at the time of the start of employment.
- ❖ Employees must arrive on a timely manner, as directed by the Buildings and Grounds Director, or the designee. Usual starting time of work is at 7:00 am. An afternoon shift will also be considered. This may be altered at any time at the District's discretion or by the Director of Buildings and Grounds.
- ❖ Proper attire is required for the kind of work that Employees will be required to do. A change of clothing would be helpful if some were to become soiled (paint, mud, etc...).
- ❖ Employees will be asked to perform certain tasks that might require medium to heavy lifting and / or moving, some examples would be, but not limited to desks, chairs, lumber, soil, ladders, etc.
- ❖ All safe handling techniques will be the student's responsibility. They will be informed of how to properly handle and carry things as not to become injured on the job, signs are posted at the time clock. Proper instructions will be issued on the first day of work in addition to safety training.
- ❖ Employees are expected to accomplish certain objectives and may be evaluated on certain performance factors. They may be evaluated on quality and quantity of work, how they interact with their peers and supervisors, observance of safety procedures and regulations, attendance and punctuality, the use and care of tools and equipment, and the observance of District policies, procedures and work rules. A written evaluation may be done at the end of summer, which may be used for further employment.
- ❖ Employees will be asked to adhere to "lunch" and "break" time rules. A **30 minute** lunch is allowed and a **15 minute** morning break and a **15 minute** afternoon break. The 30 minute lunch break is ***not paid***. Please adhere to the time limits so that tasks at hand may be accomplished.
- ❖ Employees wanting some time off during the summer will be allowed to do so, within reason. Employees may attend band camps, family events, vacations, college tours, etc. It is asked that these events do not interfere with more than **5%-10%** of the total possible summer work hours. For example: 400 total possible summer hours, **5%-10% = no more than 20-40 total hours off**. This is asked of summer employees, because of the short time frame that is available for the total amount of work to be accomplished. Remember it costs you money not to work. Obviously there can be exceptions when it comes to emergency situations. These will be evaluated by the Director of Buildings and Grounds and/or his designee.

John Linzmeier
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