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INTERMEDIATE SCHOOL DISTRICT
Avenue, Big Rapids, MI 49307
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NOTICE OF VACANCY

0910-1

POSITION: Custodial/Maintenance Position (Second Shift – 3 p.m. to 11:30 p.m.)

POSTING DATE: July 3, 2009

START DATE: Immediately

JOB SUMMARY: Full-time position to keep the district's buildings in such a state of operating excellence that they present no problems or interruptions to the educational program.

QUALIFICATIONS: Possess a minimum of a high school diploma. Experience, training and credentials pertinent to the assignment. Have knowledge, skill and ability to perform essential duties satisfactorily. Strong problem-solving skills, effective interpersonal and communication skills. Ability to manage and support multiple tasks and effectively establish priorities and deadlines. Must have prior custodial/cleaning experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Sweeps, mops, scrubs and vacuums designated spaces and equipment.
2. Empties trash and garbage containers.
3. Maintains buildings, performing minor and routine painting, plumbing, electrical wiring and other related maintenance activities.
4. Cleans snow and debris from walks.
5. Be physically able to lift and/or move a minimum of 60 pounds.
6. Maintain a good driving record and valid driver's license to transport supplies, etc. to various locations.
7. Contribute in a positive manner, to the overall quality and operation of the district.
8. Pursuant to "School Safety" legislation (2005 PA 129-131 and 138) enacted into law January 1, 2006, must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).
9. Other duties as assigned.

COMPENSATION: Starting - \$11.62 per hour with benefits

DEADLINE: Applications must be received by Friday, July 10, 2009. Only applicants with prior custodial/ cleaning experience should apply.

SUBMIT COVER LETTER, RESUME, COPY OF TRANSCRIPTS AND REFERENCES TO:

Mark R. Klumpp, Assistant Superintendent
Mecosta-Osceola Intermediate School District
15760 190th Avenue
Big Rapids, MI 49307

NOTICE OF NONDISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.