

JOB POSTING

Coleman Community Schools
4823 N. Coleman Schools Rd., Coleman, MI 48618

Job Description: Summer Time Cleaning/Painting/Landscaping



Date: February 1, 2024

Position Title: Summer Time Cleaning/ Painting/ Landscaping (multiple positions)

Department: Custodial/ Maintenance

Reports To: Supervisor of Custodial/Maintenance, Wade O'dell

Closing Date: Until Filled

Qualifications:

- Motivated individual who takes initiative and stays with a project or multiple projects at a time
- Physical ability to perform assigned job duties
- Demonstrated aptitude or competence for assigned responsibilities
- Pass all requirements regarding background check

Job Requirements:

- Duties include but are not limited to the following:
 - Wash furnishings and removing furnishings from rooms
 - Wash walls and paint walls as needed
 - Clean all window sills and mopboards
 - Clean lights and replace bulbs as needed
 - Clean and wipe out lockers
 - Return furnishings to room in the manner they came out
 - Mowing, trimming, landscaping
 - Maintain timely and regular attendance

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to be able to move and lift objects, have contact with paint and cleaning supplies. This person in this position will be required to move about the inside and outside of the buildings and grounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate to loud. The employee is sometimes required to interact with students, staff and public. At times, the employee may be indirectly responsible for the safety and well-being of students.

TERMS AND CONDITIONS OF EMPLOYMENT:

Starting Date: June 10, 2024, through July 18, 2024, 4 days a week Monday-Thursday, from 7:00 a.m.-1:00 p.m. without a lunch break or 7:00 a.m. to 1:30 p.m. with a lunch break.

EVALUATION:

Performance of this job will be evaluated by the Custodial/Maintenance Supervisor.

APPLICATION PROCEDURE:

Send Letters of interest to the Board Office, to the attention of Kerry Berthume, or email kberthume@colemanschools.net

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals who have held this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. Coleman Community Schools is an Equal Opportunity Employer.

This position is hereby posted beginning:

February 1, 2024 until filled (priority given to letters submitted by April 15, 2024)



Jennifer McCormack, Superintendent
Coleman Community Schools

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For Administration use only - Please complete below information and return to Business Office.

Account #:	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:
Payroll/Benefits Specialist:	Administrative Assistant/ Data Specialist: