

# Hemlock Public School District

733 N. Hemlock Rd., Suite 100

Hemlock, MI 48626

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## POSITION OPENING High School or College Co-op **Summer Help/Temporary** (up to 4 FTE)

### **Required Qualifications:**

- High school diploma or currently enrolled.
- Meet requirements for a background check and fingerprinting.

### **Job Requirements, Knowledge, and Skills:**

- Work cooperatively with building head custodians.
- General cleaning, lawn work, minor plumbing repair, working at heights on ladders and other platforms, ordering supplies, working with cleaning chemicals, and painting.
- Minor repairs/remodel as needed with support and supervision.
- Must be able to handle push, pull or lift weights of at least fifty (50) pounds.
- Other duties as assigned by the Superintendent and/or designee.

### **Hours:**

- Between 15-40 hours per week.
- Anticipated start date mid-May but flexible.
- Anticipated end date September 1<sup>st</sup> but flexible.

Salary: TBD

To apply for positions with Hemlock Public School District, please visit the district website [www.hemlockps.com](http://www.hemlockps.com), Employment Opportunities and apply within the desired job posting.

Please provide a letter of interest, resume, and references.

Posted: March 21, 2024

Deadline: April 19, 2024 or until filled

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### **NOTICE OF NONDISCRIMINATION**

The Hemlock Public School District does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age or national origin in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent's Office  
733 N. Hemlock Rd., Suite 100, PO Box 260  
Hemlock, MI 48626  
(989) 642-5282