

## VACANCY NOTICE

### External Position Posting

June 2, 2017

### **Position: Night Custodian at the Evergreen Elementary School**

**Reports to:** Maintenance Coordinator and Building Principal

**Job Objective:** Performs general custodial duties and assists the Maintenance Coordinator with a variety of tasks.

#### **Minimal Qualifications:**

- 8 Hours Per Day, from approximately 2:00 PM – 10:30 PM
- Qualifications: High School diploma. Good work record. Custodial skills substantiated by training and/or work experience. An acceptable score on a pre-employment skill test may be required. Ability to perform physically demanding work that includes lifting/moving large and heavy items.
- Available to work irregular hours/non-traditional schedule as an “on-call” employee when required.
- Demonstrates sufficient math skills to calculate totals, percentages, ratios, and portions accurately.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Interacts confidently with others and displays a strong customer-service focus.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.
- Shows evidence of core computer competencies deemed appropriate at the time of hire.

If you have an interest and are qualified for this position, please express your interest in writing (or email) to Superintendent Jim Wyse **by 3:00 PM on Friday, June 23, 2017.**

Jim Wyse, Superintendent  
Evergreen Local Schools  
14544 County Road 6  
Metamora, OH 43540

[jwyse@evgvikings.org](mailto:jwyse@evgvikings.org)



# NON-TEACHING JOB APPLICATION



Evergreen Local School District  
14544 County Road 6  
Metamora, OH 43540  
Phone: 419-644-3521  
Fax: 419-644-6070

Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code Telephone Number

## **EDUCATION**

| <b>Name</b> | <b>Enrollment Date</b> | <b>Graduation Date</b> | <b>Degree</b> |
|-------------|------------------------|------------------------|---------------|
| High School |                        |                        |               |
| College     |                        |                        |               |
| Other       |                        |                        |               |

## **POSITION APPLYING FOR**

Part Time       Full Time       Building Preference (if any): \_\_\_\_\_

**Briefly describe why you want to work for the Evergreen Local School District:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EXPERIENCE**

| <b>Place or Company</b> | <b>Dates</b> | <b>No. of Yrs</b> | <b>Position</b> |
|-------------------------|--------------|-------------------|-----------------|
| _____                   | _____        | _____             | _____           |
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**PLEASE COMPLETE OTHER SIDE**

