

**EATON RAPIDS PUBLIC SCHOOLS
Eaton Rapids, Michigan**

VACANCY NOTICE

INTERNAL/EXTERNAL POSTING

Position: **PART-TIME CUSTODIAN – (4 Positions)**

Building: To be determined by Supervisor

Starting Date: Immediately

Rate of Pay: \$10.00 Probationary Rate

Hours: 20 hours per week to be determined by supervisor

Qualifications:

1. General maintenance and knowledge of sanitation as explained in the Custodial Handbook
2. Must possess acceptable personal characteristics: appearance, attendance, judgment, human relations, enthusiasm, & appropriate dress
3. Evidence of good attendance record
4. Ability to work with minimum supervision
5. Ability to maintain positive interpersonal relations
6. Experience or training in the area of electrical and plumbing repairs desired
7. Must be in good health, able to lift 40 lbs.

Duties:

1. Consistently maintain a safe, clean building environment
2. Assisting with set-up, preparation, monitoring, and cleaning for activities and special events in the buildings

Apply In Writing To: Mrs. Diane Binkowski, H.R. Coordinator
Eaton Rapids Public Schools
912 S. Greyhound Drive
Eaton Rapids, MI 48827
Phone: 517/663-1155 Fax: 517/663-2236
Email: dbinkowski@erpsk12.org

Application Deadline: July 30, 2010

Date of Posting: July 23, 2010

Authorized Signature: _____

Collin D. Smith, Chief Financial Officer

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.