

Hemlock Public Schools

200 Wilson Street
Hemlock, MI 48626

POSITION OPENING

High School or College Co-op

Summer Help/Temporary (2 Positions, TBD)

Education/Credentials/Experience:

- High School Diploma or currently enrolled, must be 18 years of age or older.
- Demonstrated ability to work well with others.
- Effective written and oral communication.
- Positive custodial experience preferred.
- Any other pertinent training preferred.

Duties:

- General cleaning, lawn work, minor electrical repair, minor plumbing repair, working at heights on ladders, working with cleaning chemicals, drywall and plaster repair, and painting.
- Be able to move and lift a minimum of 50 pounds.
- Supervision of areas where students are present before, during, and after school.
- Any other duties as assigned by supervisor(s).

Hours:

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

Salary: Sub rate.

Interested candidates **apply in writing** which should include a brief work history, contact information for at least three references, and a letter explaining why you would be the best person for the position.

Turn in application via email
personnel@hemlockps.com

Posted: April 1, 2019
Deadline: April 15, 2019
or until filled
INTERNAL/EXTERNAL POSTING

NOTICE OF NONDISCRIMINATION

The Hemlock Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Direct all inquiries related to discrimination to:

Superintendent
200 Wilson St.
P. O. Box 260
Hemlock, MI 48626
(989) 642-5282

