



LINDEN COMMUNITY SCHOOLS
7205 W. Silver Lake Rd.
Linden, MI 48451

NOTICE OF POSITION

Applications are now being accepted for the following position:

Summer Facilities and Maintenance Assistant
\$13.00/hour, Up to 29 hours/week
(Non-Union Positions)

General Statement of Duties: See Attached

MINIMUM QUALIFICATIONS:

- Preference given to currently enrolled or graduating students at Linden High School
- Ability to work with others as a team
- Ability to organize and prioritize work
- Ability and willingness to exercise independence
- Must be willing and able to lift up to 30 lbs independently
- Valid driver's license

Make application to:

Linden Community Schools, Personnel Office (Applications must be submitted online at www.AppliTrack.com/gcaps/onlineapp)

The following items must be included in the application:

1. Completed online application

Date Posted: April 10, 2025

Deadline for Application: May 16, 2025

MISSION STATEMENT

Our Mission is to EDUCATE, nurture and develop ALL LEARNERS to be self-directed and to strive for EXCELLENCE with CONFIDENCE and INTEGRITY by working cooperatively with students, staff, parents and community.

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Linden Community Schools that no person, on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, genetic information or any other legally protected characteristic, in its programs and activities, including employment opportunities. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.

Linden Community Schools Job Description

Job Title: Summer Facilities and Maintenance Assistant
Department: Maintenance & Facilities
Reports To: Manager of Facilities & Operations
FLSA Status: Non-Exempt
Updated: Updated, April 2025

SUMMARY:

Under the supervision of the Manager of Facilities & Operations, this person performs custodial related functions related to the district's summer operating needs.

MINIMUM QUALIFICATIONS:

- Preference given to currently enrolled students at Linden High School
- Ability to work with others as a team
- Ability to organize and prioritize work
- Ability and willingness to exercise independence
- Must be willing and able to lift up to 30 lbs independently
- Valid driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Manager of Facilities & Operations with transportation and organization of LCS property
- Serve as an organized team player
- Use professional communication skills, multitask, and handle several requests simultaneously
- Maintain regular consistent attendance and punctuality
- Adhere to district health and safety procedures
- Adhere to Board policies
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION:

n/a

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before staff.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be willing and able to lift up to 30 lbs independently.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds such as sporting equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but may become loud at times.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

STATEMENT OF NONDISCRIMINATION:

It is the policy of the Linden Community Schools not to discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities

The following persons have been designated to handle inquiries regarding nondiscrimination policies:

District Compliance Officers
Linden Community Schools
7205 W. Silver Lake Rd.
Linden, Michigan 48451
(810) 591-0980

For further information on notice of nondiscrimination, see the following website:
<http://1.usa.gov/1Jssk6D> or call 1-800-421-3481.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position:

Employee

Date

Administrator

Date