

Posting Date: May 16, 2016

*Elwood Community School Corporation*  
**NOTICE OF POSITION VACANCY**

**POSITION**.....Full Time Building Custodian – 2<sup>nd</sup> Shift

**BENEFITS**

- 80% (approx.) Health insurance premium paid
- \$ 50,000 life insurance
- LTD and workmen's compensation coverage
- Sick and family illness leave
- Bereavement leave, personal leave, business leave
- Access to 125 plan

**SALARY:** Board authorized salary range.

**QUALIFICATIONS:** Pass extensive background check prior to employment. No weight restrictions in lifting. Demonstrate a strong willingness to keep assigned area clean, and be able to perform tasks with little direction and supervision.

**DUTIES:** Provide custodial services in areas as needed. Responsibilities also include the stocking of cleaning supplies/paper and up keep of facility grounds.

**SKILLS:** Must hold a valid Indiana driver's license. Must have the ability to work as a team player. Must be able to work around students and set a good example and represent the school in good character. Must be able to work independently with little or no direction. Must be able to follow instructions.

**HOURS:** 40 hours per week, 52 weeks a year.

**APPLICATION PROCEDURES:** Applications, letters of interest, or written transfer requests will be received at the Office of the Superintendent, attention Mr. Kevin Rittenhouse. You can also apply online at [www.elwood.k12.in.us](http://www.elwood.k12.in.us).

Kevin Rittenhouse  
Office of the Superintendent  
1306 North Anderson Street  
Elwood, IN 46036  
765-552-9861  
Fax: 765-552-8088