

Application for Temporary Summer Employment

Office Use Only	
_____	District
_____	PT Custodian

PT HOURS or FULL DAY

(Application for EMPLOYEES in the Parkland School District)

All areas MUST be completed for employment consideration (PLEASE PRINT):

CHECK (✓) ONE: _____ **PT HOURS** or _____ **FULL DAY**

Name: _____ Date: _____
(Last) (First) (M.I.)

Address: _____
(Street) (Apt/Box #) (City) (State) (Zip)

Phone # _____ Empl# _____

CIRCLE your position (below) during the school year:

* **BUS DRIVER** ♦ PT Custodian ♦ Substitute ♦ Cafeteria Staff ♦ Hall Monitor ♦ Para ♦ Teacher ♦ _____
↓ ↓ ↓ ↓ *Position Not Listed*

* **BUS DRIVER NOTE:** If you are working in the garage, or any other location in the district, you will **NOT** be considered for any summer field trips, football, or any other sport activities.

Anticipated **start date:** Monday, June 10, 2024 (subject to change pending inclement weather days used during the school year)

Anticipated **end date:** Friday, August 9, 2024

First date available for summer work: _____ **Last** date available for summer work: _____

Number (1 to 4) preference order: _____ Cleaning _____ Grounds _____ Garage _____ Painting/Maintenance

Shift Preference (exact shift hours to be determined):

(full day):	_____ 6:00am-2:30pm	_____ 9:30am-6:00pm	_____ 2:30pm-11:00pm
(part-time):	_____ 6:00am-10:00am	_____ 10:00am-2:00pm	_____ 2:00pm-6:00pm

Areas (A) and (B) below must be signed and dated for summer employment consideration.

- A. I have received the 2024 Summer Employment Rules and understand failure to comply may result in termination of employment and may eliminate me from future employment consideration.

Date

Applicant Signature

- B. I have received, read and understand the job description for a temporary summer employee and can perform the essential functions of the job with or without reasonable accommodations.

Date

Applicant Signature

NON-DISCRIMINATION IN PROGRAMS AND EMPLOYMENT POLICY

In accordance with Title VI, Title IX, Section 504 and the Americans with Disabilities Act, the Parkland School District does not discriminate either in the educational or vocational programs and activities which it operates or in the employment of personnel, on the basis of sex, handicap, disability, race, color, national origin, age or religion. All inquiries concerning this policy/questions regarding specific programs, services and facilities for the handicapped should be directed to the district equal rights officer, Assistant Superintendent, Parkland School District, 1210 Springhouse Road, Allentown, PA at 610-351-5505. Note: If you need assistance to complete this application, please contact the Human Resources office at (610) 351-5530 or the Facilities and Operations Office at (610)-351-5660.

Return application by March 1, 2024:

**School Services – Maintenance Office
Parkland School District – Troxell Building
2219 North Cedar Crest Boulevard
Allentown PA 18104
PH: 610-351-5660 / FX: 610-351-5679**

TITLE:

TEMPORARY SUMMER EMPLOYEE

QUALIFICATIONS:

1. General knowledge of maintenance / cleaning duties.
2. General knowledge of the Lehigh Valley area.
3. Physically capable of performing duties, as defined in the *Physical Qualifications* section of this job description.
4. Ability to operate basic equipment.
5. A valid PA driver's license is preferred.
6. Effective interpersonal skills.
7. Ability to communicate effectively.
8. Ability to work independently.
9. Ability to follow oral and written instructions.
10. Ability to establish and maintain effective relationships with employees, supervisors and the general public.
11. Other skills and characteristics which the board of school directors may deem appropriate.

REPORTS TO:

Director of School Services, Assistant Director of School Services, Maintenance Mechanic, Garage Foreman, Facilities Supervisors

LOCATION:

Any location within the Parkland School District as needed, including some travel outside the district.

ESSENTIAL JOB RESPONSIBILITIES:

1. Subject to lawful leave rights, to work from the designated start date through and including designated end date, including orientation, 5 days per week, 8 hours per day, (4 hours per day for part-time), Monday through Friday.

2. Temporary Summer Cleaning Personnel:

- To assist in the cleaning of all district buildings and to satisfactorily perform assigned duties.

3. Temporary Summer Grounds Personnel:

- To assist in the maintenance of all district grounds and grounds equipment and to satisfactorily perform assigned duties.

4. Temporary Summer Painting / Maintenance Personnel:

- To assist in the painting and maintenance of all district buildings and to satisfactorily perform assigned duties.

5. Temporary Summer Cleaning Garage Personnel:

- To assist in the cleaning of the district fleet of vehicles and the bus garage and to satisfactorily perform assigned duties.
6. Keep cleaning and maintenance equipment, as well as all district vehicles, clean and in good condition.
 7. Move equipment / supplies.
 8. Operate district vehicles, basic hand and power tools.
 9. Read / understand **Material Safety Data** sheets and instructions on equipment and cleaning supplies.

Please Keep

2024 SUMMER EMPLOYMENT RULES and RATES

Monday, June 10th through Friday, August 9th

- If you are calling off, please call the Maintenance Office at 610-351-5660 and leave a voice message with the following information: name and assigned building. For “work scheduling” purposes within the buildings, advanced notice is required for days off.
- Summer employment is mandatory from the first assigned day of work Monday, June 10th up to and including Friday, August 9th, 2024. If the District determines that there is a need, additional days after August 9th may be available should you choose to participate.
- Arriving late, leaving early or otherwise not completing your entire shift, will result in a HALF day being deducted from the 7 allowable days off. No half days will be granted for 4 hour summer employees.
- Summer employees are allowed the maximum of 7 days off during the mandatory period. Days worked after August 9th will not be considered makeup days. Allowable days off for any reason including vacation, personal business, illness, other emergencies, etc., are subject to lawful leave rights.
- Anyone hired after the start of the summer work season, resulting in them working less than 7 weeks, their allowable days off will be prorated at the rate of 1 day per week.
- Any person using more than the allowed 7 days off during the summer may jeopardize consideration for future summer employment.
- Bus drivers working in the garage, or any other location in the District, will not be considered for any summer field trips, football or any other sport activities.
- No cell phone usage except on breaks or lunch.

Summer Rates

The current summer hourly rate: \$ 13.00/per hour.