

BOAZ CITY SCHOOLS

Boaz, Alabama



POSITION ANNOUNCEMENT

Job Title: Summer Worker (Temporary)

Opening Date: March 19, 2025

Closing Date: Until filled

FLSA Status: Non-Exempt

Salary: Hourly

Expected Workday: As Defined by The Superintendent

Terms of Employment: Part-Time/Temporary

Reports To: Director of Student Services

Job Goals:

- Secretarial duties and/or repair, paint, and clean district school facilities in preparation for the next school year.

Qualifications:

- Must be a student in good standing
- Demonstrates proficiency in oral and written communication skills.
- Ability to be punctual and in regular attendance.
- Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
- Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

- Clerical duties
- Pressure Washing
- Assist in repair and installation of carpet, floor tiles, windows, locks, and similar items
- Assist in replacing, repairing and cleaning ceiling tiles and suspended ceiling systems
- Assists in the preparation and painting of exterior and interior surfaces
- Build forms and pour concrete
- Light construction of walls, dividers, and other framework
- Weed eat / clean brush piles
- Maintains and accounts for equipment and supplies assigned
- Maintains and cleans equipment and tools used in repair work
- Maintains cleanliness of facilities
- Must be able to lift heavy furniture and building supplies
- Must be able to stand for long periods of time
- Must be able to work in weather conditions both hot and cold
- Performs carpentry work to repair, install, and construct base boards, cabinets, doors, tables and similar items
- Performs minor repairs
- Performs other related duties as may be required

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Boaz City Board of Education.

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