

# BOAZ CITY SCHOOLS

Boaz, Alabama



## **POSITION ANNOUNCEMENT**

**Job Title:** Summer Worker (Temporary)

**Opening Date:** April 21, 2022

**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 16 years of age or older
- 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.

**Point of Contact:** Tracey Scott  
(256) 593-8180, [tscott@boazk12.org](mailto:tscott@boazk12.org)