



LITTLE CHUTE

Area School District
fostering a community of learners

Little Chute Area School District **Summer Employment Information**

Hourly Rate: \$10.25 (40 hours per week)

We are looking for several reliable, hard-working, conscientious individuals for summer employment to assist with lawn care, painting, and moving furniture. Experience with tractors is a plus.

Qualifications and Requirements

- Applicant must be at least 18 years of age to apply
- Be punctual, complete the daily work schedule, and maintain a neat, clean appearance daily.
- Hours of work 6:30 am - 3:00 pm, Monday through Friday. (May vary ½ hour both ways)

If interested please complete the Application (available at [this link](#)).

Interviews will be held. Applicants to be interviewed will be contacted by telephone or email. Applications will be accepted until April 30, 2019 at 4:00 pm.

DRESS CODE

- Any fashion (dress, accessory, or hairstyle) that is distracting from the working environment or presents a health or safety hazard is not permitted. Clothing that is not obscene, is not sexually suggestive, discriminatory, or associated with threat/hate groups, including articles and colors that police authorities have identified as gang-related is not acceptable.
- Clothing which displays references to alcohol, chemicals, tobacco, or other products, which are illegal for use by minors, is not permitted.

- You must wear clothing that covers the back and has straps. You may not wear clothing that has plunging necklines or displays bare midriffs. Short shorts are not permitted.
- Bare or stocking-feet are not permitted. No sandals are permitted. Must have suitable work shoes such as a leather tennis/running shoe.
- Safety glasses, gloves and hearing protection (where deemed necessary) will be required at all times while operating or involved in daily tasks. No Exceptions. The District will provide this to you. Failure to follow the safety rules will result in termination.

CELL PHONES, I-PODS, OTHER ELECTRONIC DEVICES

- Cell phones and other electronic devices are not allowed to be used on the work site during times you are scheduled to be working. Use is restricted to break times and your lunch break. **Devices should be kept in car or safe place** as the district is not responsible for lost stolen or damaged personal items.
- Use of phones for personal calls should be limited to those of an emergency nature.

CALLING IN ILL

- If you are ill and cannot report to work please call your Department Director no later than 6:00 am. Sick days count as a day off toward the 6 allocated.
Buildings & Grounds Director: 920-788-7617
IT Director: 920-687-6640

APPROVED TIME OFF

Please complete a Summer Worker Absence Request Form - This completed form gets turned into the District Office

- You are expected to be at work on time unless on pre-approved, prearranged time off. Requests for time off should be approved by the Department Director.
- You are allowed a maximum of six (6) preapproved unpaid days off (examples of approved days/time would include but not limited to: college visits, doctor/dentist appointments that cannot be scheduled outside of your regular work hours, and pre-planned family vacation).
- **You are expected to work for the full summer season (June, July and August)** with start date and finish date to be outlined in advance of your first day of work.

MISCELLANEOUS INFORMATION

- Maintenance and Technology areas must be locked at all times and only authorized personnel should have access to these areas. Staff is reminded that only boiler-related items can be stored in the boiler room. Boiler room access should not be hindered by any obstacle blocking the door.
- All outside storage buildings, inside storage areas, electrical areas, electrical rooms and electrical panels shall be properly secured at all times.
- All equipment such as ladders, tools, and vehicles must be properly secured at all times.
- No staff may use the single man lift, two- man lift or forklift without proper certification and authorization.
- Changes in scheduled shift times require prior approval.
- No staff member is allowed to make purchases on behalf of the school district unless given an approved Purchase Order or District Credit Card. Purchases made other than by this procedure will be the responsibility of the employee to pay
- Disobedience, insubordination, inattentiveness, negligence or refusal to carry out written or verbal assignments, directions, or instructions will result in disciplinary action.

