



# Kalkaska Public Schools

Posting / Employment Opportunity

September 17, 2018

## Facilities Manager for Athletic Events-High School

2018-2019 School Year

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| Qualification Requirements            | <ul style="list-style-type: none"> <li>• Minimum position qualifications</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                   |
| Summary                               | <ul style="list-style-type: none"> <li>• The high school facility manager coordinates with the athletic director, custodial services and athletic secretary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                   |
| Essential Duties and Responsibilities | <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Facilities manager needed for all athletic events. Must be available for evening games.</li> <li>• Be present at all home athletic events throughout the calendar year.</li> <li>• Supervise and monitor student, spectator, and athlete behavior.</li> <li>• Coordinate with the AD to ensure the arrangement of officials, their arrival times, and provide them with a space to change clothes.</li> <li>• Coordinate with custodial services to arrange for floor cleaning, equipment set-up, bleachers needed, hoops up, etc. and clean-up.</li> <li>• Coordinate with NJHS (concessions) to provide an open concession stand at all home events.</li> <li>• Plan for ticket takers, score keepers, line judges, timers, and other personnel as needed for home events.</li> <li>• Remain in the building/on the grounds until all spectators have exited. Make sure all doors are locked and the area is secure before leaving.</li> <li>• Remain visible and available throughout the athletic contest ensuring crowd control and sportsmanship.</li> <li>• Be available to direct the visiting team to the appropriate facilities/locker rooms and answer any questions they may have upon arrival.</li> <li>• Regular and reliable attendance.</li> <li>• The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.</li> </ul> |                                                                                                                   |
| Deadline                              | 3:00 p.m. September 28, 2018 or until filled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                   |
| Method of Application                 | Persons who are interested in this position should submit letters of interest, resume, credentials/certification and list of references to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                   |
|                                       | Justin Thorington<br>Kalkaska Public Schools<br>315 South Coral Street<br>Kalkaska, MI 49646                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Or electronically as ONE document to:<br><a href="mailto:jthorington@kpschools.com">jthorington@kpschools.com</a> |

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| <b>Contact Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Please direct questions to Justin Thorington at e-mail <a href="mailto:jthorington@kpschools.com">jthorington@kpschools.com</a> . |
| <p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p> |                                                                                                                                   |