



Kalkaska Public Schools

Posting / Employment Opportunity

September 17, 2018

Facilities Manager for Athletic Events-Middle School

2018-2019 School Year

Qualification Requirements	• Minimum position qualifications	
Summary	• The middle school facility manager coordinates with the athletic director, custodial services, middle school athletic secretary, and NJHS advisor.	
Essential Duties and Responsibilities	Required: • Facilities manager needed for all athletic events. Must be available for evening games. • Be present at all home athletic events throughout the calendar year. • Supervise and monitor student, spectator, and athlete behavior. • Coordinate with the AD to ensure the arrangement of officials, their arrival times, and provide them with a space to change clothes. • Coordinate with custodial services to arrange for floor cleaning, equipment set-up, bleachers needed, hoops up, etc. and clean-up. • Coordinate with NJHS (concessions) to provide an open concession stand at all home events. • Plan for ticket takers, score keepers, line judges, timers, and other personnel as needed for home events. • 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. • Remain visible and available throughout the athletic contest ensuring crowd control and sportsmanship. • Be available to direct the visiting team to the appropriate facilities/locker rooms and answer any questions they may have upon arrival. • Regular and reliable attendance. • The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.	
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 Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: jthorington@kpschools.com

Contact Information	Please direct questions to Justin Thorington at e-mail jthorington@kpschools.com .
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