

## **Summer Internship Positions**

### **Midland Borough School District, Midland PA**

Seasonal

Custodial/Groundskeeping, Office Services

Position is Monday – Thursday 8:00 am – 3:00 pm

Employment applications are available in the office of the Midland Elementary-Middle School

173 Seventh St, Midland, PA 15059 Phone: 724-643-8650

### **Job Goal:**

The Summer Intern position will consist of assisting the Custodial/Groundskeeping staff with general custodial duties including, but not limited to, cleaning, sanitization, painting, moving boxes of supplies, moving furniture, operating the scrubber/wax stripper machine, and yard work. The Summer Intern position will also consist of assisting the office staff with general office duties, including but not limited to, answering the telephone, operating the copy machine, checking-in deliveries, library organization, supply room organization, stocking, & inventory. Summer Internship positions may include a combination of Custodial/Groundskeeping and General Office Duties

### **Minimum Qualifications:**

- Must be a Midland Borough resident
- High School Diploma or GED
- Enrolled in a college, university, or trade school
- Child Abuse Clearance; Pennsylvania State Police Criminal Record Check, and Federal Bureau of Investigation (FBI) Clearance

### **Essential Duties and Responsibilities:**

- Communicate clearly and effectively, both orally and written, across all levels of the school
- Display strong attention to detail and ability to multi-task
- Assist school staff with summer projects
- Ability to work independently and as a team
- Maintain a high level of professionalism and confidentiality
- Perform any duties as deemed necessary by the Director of Buildings & Grounds and the Director of Curriculum & Compliance

### **Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, sit; use hands to handle objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*This job description is only a summary of the typical functions of the position, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Additional duties may be assigned as necessary.*

*The Midland Borough School District does not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.*