

**LAKE CENTRAL SCHOOL CORPORATION  
SUPPORT SERVICES STAFF - CUSTODIAL/MAINTENANCE DEPARTMENT  
NOTICE OF VACANCY**

**June 24, 2020**

**Position: .....Corporation Maintenance – Delivery Driver**

Shift: ..... Days - 40 hour week

Monday thru Friday 7am – 3pm

**Qualifications:**

- Good organization skills.
- Some computer skills required (email, Google search, Google Maps).
- Ability to work cooperatively and effectively with students, staff and community.
- Ability to accurately respond to directions and instructions.
- Ability to observe and accurately report observations.
- Ability to maintain records; such as receipts, time cards, delivery records.
- Ability to monitor and service routine equipment.
- Ability to drive several types of vehicles (van, pickup, stake bed, dump/plow truck).
- Ability to operate forklift, bobcat and pallet jack.
- Manage and execute pickups and deliveries throughout the school corporation.
- Obtain a certification to handle and deliver Indiana State Testing Materials.
- Unload, stock and manage large corporation deliveries.
- Manage and maintain the LCHS loading dock area.
- Maintain and manage an inventory of supplies according to building needs throughout the corporation.
- Ability to manage and prioritize daily work tasks.
- Good communication skills.
- Must be able to lift 50-75 lbs., bend, twist and reach due to requirements of position.
- Have a good attitude and be neat in appearance.
- Ability to work independently and as a team member.
- Overtime may be required.
- Snow removal duties may be required.
- Ability to perform other assignments required by the Director of Facilities.

Send letter of interest to:

Bill Ledyard, Director of Facilities

8260 Wicker Avenue, St. John, IN 46373

219-558-2711 [svanlate@lcscmail.com](mailto:svanlate@lcscmail.com)

Or online at [www.lcsc.us](http://www.lcsc.us) select Custodian/Maintenance

**Deadline: July 5, 2020**

*Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.*