

HELP WANTED!

- REEVE TOWN CLASSIFIED ADS -

<p><u>FedEx Driver \$50/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Delivers messages and packages to various people in the building.</p> <p>Qualifications: Must know their way around the building. Must be responsible and follow procedures in the hallway at all times.</p>	<p><u>Banker \$60/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: Performs bank transactions for customers.</p> <p>Qualifications: Must be an honest individual that has good math skills and pays attention to details.</p>	<p><u>Librarian \$50/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: Keeps library neat and organized. Also must complete a book check at least once a week. Take books to library on "D" days.</p> <p>Qualifications: Must be able to give up spare time to do this job and work quietly.</p>
<p><u>City Clerk \$50/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: Checks PLANNERS for parent signature.</p> <p>Qualifications: Must pay attention to details and perform their job during read-a-loud time.</p>	<p><u>Administrative Assistant \$50/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: At the end of day go to Mrs. Reeve's mailbox to collect mail, lunch cards, and be a teacher helper.</p> <p>Qualifications: Must be able to give up spare time to do this job.</p>	<p><u>Postal Worker \$50/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: Put any paper work to be sent home in the student mailboxes.</p> <p>Qualifications: Must be able to give up spare time to do this job. Must be able to know other student's name/# and read their handwriting.</p>
<p><u>Attendance Manager \$50/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: takes daily attendance, records lunch count</p> <p>Qualifications: Must be an organized individual who pays attention to details. They also must get this job done in a timely manner each morning.</p>	<p><u>Equipment Manager \$50/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Manages equipment for recess.</p> <p>Qualifications: Must be willing to take equipment from hallway outside, collect any stray equipment, take damaged equipment to Coach and return the equipment to the hallway after recess.</p>	<p><u>Meteorologist \$40/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Announces the weather each day</p> <p>Qualifications: Must pay attention to details and perform their job during morning procedures</p>

<p align="center"><u>Landlord \$30/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Collect rent and taxes from citizens on a monthly basis.</p> <p>Qualifications: Must be an honest individual that has good math skills and pays attention to detail.</p>	<p align="center"><u>Event Coordinator \$40/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: Update monthly calendar and change date on marker board daily. In charge of classroom birthday celebrations.</p> <p>Qualifications: Must pay attention to details, have nice handwriting and like working with markers.</p>	<p align="center"><u>Classroom Custodian \$50/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: Dusts room surfaces with Swiffer, uses dust broom/pan when needed, general cleaning of room.</p> <p>Qualifications: Must enjoy a clean and organized working environment. Must be willing to do this job during spare time.</p>
<p align="center"><u>Interior Decorator \$40/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: Decorates room according to seasons/ holidays. Helps to make Thank You cards and posters.</p> <p>Qualifications: Must be a creative individual that pays attention to detail and enjoys making crafts/decorations.</p>	<p align="center"><u>Payroll Clerk \$60/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Computes weekly payroll and pays employees.</p> <p>Qualifications: Must be an honest individual that has good math skills and pays attention to detail.</p>	<p align="center"><u>Recycle Agent \$30/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Take recycle bin to recycle container and empty it as needed (typically once a week).</p> <p>Qualifications: Must be able to check recycle container periodically and lift heavy objects.</p>
<p align="center"><u>Computer Technician \$50/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: Cleans computer screens and mice weekly. Also, troubleshoots technical problems and keeps docks in order.</p> <p>Qualifications: Must be an individual with strong computer skills and the ability to treat the equipment with care.</p>	<p align="center"><u>Building Engineer/Groundskeeper \$30/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Monitors class plant(s) and upkeep of room and equipment.</p> <p>Qualifications: Must be an individual that demonstrates responsibility by using free time to complete the job.</p>	<p align="center"><u>Electrician \$40/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Turns lights on/off as needed in classroom. Turns lamps off at end of day.</p> <p>Qualifications: Do you like getting out of your seat? This is your opportunity! This individual must be willing to get the lights whenever needed (usually several times a day).</p>

<p><u>Healthcare Professional \$40/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Distributes hand sanitizer before lunch or snacks. Helps others to Nurse's office, when needed.</p> <p>Qualifications: Must be compassionate and also know their way around the building.</p>	<p><u>Distribution Specialist \$40/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Passing out papers and materials to other students.</p> <p>Qualifications: Must be able work quickly and make sure everyone gets the paper or materials.</p>	<p><u>Temp. \$50/mo</u></p> <p>Number of Positions: 1</p> <p>Responsibilities: Temporarily fills in for any absent employee.</p> <p>Qualifications: Must be a flexible person who can handle change on a daily basis. Must be a "Jack Of All Trades"!</p>
<p><u>Food Truck Driver \$50/mo</u></p> <p>Number of Positions: 2</p> <p>Responsibilities: Take lunch basket down to lunchroom before noon and bring it back when lunch is over.</p> <p>Qualifications: Must be able to keep track of the time and lift heavy objects.</p>		