

Notice of Job Vacancy #21-097

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community

Posting Date: December 4, 2020

Position: Part-Time General Maintenance

Location: Various Head Start locations across Berkeley and Jefferson County as assigned

Employment Term: Part-Time / "As Needed"

Salary: \$18.00 per hour

Qualifications: High school diploma or equivalent and driver's license required. Experience with diverse repairs required. Must be able to frequently lift/move at least 75 pounds and perform tasks as assigned. Preference will be given to applicants with documented experience/training with electrical and/or plumbing work.

Responsibilities: Provide part-time/"as needed" general maintenance to various Head Start sites and surrounding outdoor spaces including calls to make general repairs; replace ceiling tiles and lighting; drywall; paint; clean; move furniture and office items; transport items; and other assorted tasks as assigned by the Head Start Director and/or EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current EPIC Employees: If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply online (see below.)

Application Process for New Candidates: You may submit your application one of the following ways:

ONLINE PLATFORM application can be made via Search Soft by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

If you cannot see this job when you log into your Search Soft account, check your location tab and ensure you have selected EPIC as one of your location choices; check your preferences to ensure you have selected service opportunities.

HARD COPY EPIC application can be found at www.epicresa8.org

Click on the "We are hiring" link and the application can be found in the upper right-hand corner.

You may also request that an EPIC application be emailed to you by sending an email to sdjohnson@wvesc.org

1. Submit a completed copy of the EPIC application via email to sdjohnson@wvesc.org .
2. Submit a completed copy of the EPIC application via FAX to 304-267-3599 Attention: Shannon Johnson.
3. Submit a printed hard copy application to our EPIC Office: 109 South College Street
Martinsburg, WV 25401
Attention: Shannon Johnson

This position will remain open until filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.
Head Start/Early Head Start is funded by the US Administration for Children and Families