

**The School District of the Tomorrow River  
357 North Main Street  
Amherst, Wisconsin 54406  
715/824-5521 ext. 1**

**VACANCY NOTICE**

2017-18 School Year

**Positions:** *Substitute Custodian/Maintenance*

**Duties:** To provide assistance in the Custodial/Maintenance Department on an “as needed” basis

**Minimum**

**Qualifications:**

1. Must be able to work independently and in small groups.
2. Must be able to maintain all aspects of confidentiality.
3. Must be able to physically perform all job duties.
4. High school diploma or equivalent.
5. Favorable background check

**Wages/Hours:** \$14.26 per hour/hours generally are 3-11:30 p.m.

**Application**

**Procedure:**

- STEP 1. Visit our website at [amherst.k12.wi.us](http://amherst.k12.wi.us) and print an official *Support Staff Employment Application* form, or contact the District Office for an application at 715/824-5521 ext. 1.
- STEP 2. Complete and return the application with all of the following to Mr. Michael Toelle, Tomorrow River School District, 357 North Main Street, Amherst, WI 54406:
- Letter of Application/Cover Letter (addressed to Mr. Michael Toelle)
  - Resume, if available
  - Current Letter of Recommendation (work reference preferred)

NOTE: When mailing your completed packet, please affix sufficient postage. Packets arriving postage due will be returned to sender.