**Qualification Requirements**

* Minimum position qualifications

**Overview**

* The high school facility manager coordinates with the athletic director, custodial services and athletic secretary.

**Duties and Responsibilities**

***Required:***

* Facilities manager required to be present for at least 50% of Fall Season home contests (as we have two for KHS for fall).
* Be present at all home athletic events throughout the calendar year.
* Supervise and monitor student, spectator, and athlete behavior.
* Coordinate with the AD to ensure the arrangement of officials, their arrival times, and provide them with a space to change clothes.
* Coordinate with custodial services to arrange for floor cleaning, equipment set-up, bleachers needed, hoops up, etc. and clean-up.
* Coordinate with Sports Boosters (concessions) to provide an open concession stand at all home events.
* Plan for ticket takers, scorekeepers, line judges, timers, and other personnel as needed for home events.
* Remain in the building/on the grounds until all spectators have exited.  Make sure all doors are locked and the area is secure before leaving.
* Remain visible and available throughout the athletic contest ensuring crowd control and sportsmanship.
* Be available to direct the visiting team to the appropriate facilities/locker rooms and answer any questions they may have upon arrival.
* The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

***This document is intended to describe the general nature and level of the work performed by those assigned to this job. This is not an exhaustive list of all duties and responsibilities. Administration reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.***

**Compensation**

Determined by the KEA contract.

**Deadline**

3 p.m. on July 29, 2025 or until filled.

**Application Process**

Persons interested in this position should submit letters of interest, resume, credentials/certification and list of references in **ONE PDF** document to: [jobs@kpschools.com](mailto:jobs@kpschools.com).

Please direct questions to Rick Heitmeyer at e-mail [rheitmeyer@kpschools.com](mailto:rheitmeyer@kpschools.com). Visit our website at [www.kpschools.com](http://www.kpschools.com) for additional information about Kalkaska Public Schools.

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109