

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: June 28, 2007

SUBJECT: Part-time Custodian, C-2

CATEGORY: Operations: Policy: Information: Personnel: X

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

The Erie County Technical School Administration recommends hiring Mr. Mark Milford as a part-time custodian at the probationary rate of \$12.33 per hour beginning on or after July 1, 2007 pending clearances. Mr. Milford will serve a 90 day probationary period prior to recommendation for regular employment.

RECOMMENDATION:

Motion to hire Mr. Mark Milford as a C-2 part time custodian at the rate of \$12.33 per hour beginning on or after July 1, 2007.

EDUCATION: **Pennsylvania College of Technology, Williamsport, Pennsylvania**
Associate Degree – Construction Carpentry
May 1997

WORK**EXPERIENCE:**

9/06-Present

Wegman's #75, Erie, Pennsylvania
Meat Department Customer Service

- *Provide customer service regarding all meat products
- *Receive meat department deliveries and display product
- *Cut, grind, package and make various meat products
- *Assist on front end as a cashier when needed
- *Received Employee of the Month recognition

4/04-Present

Milford's Superior Lawn Care, Erie, Pennsylvania
Owner

- *Provide prompt and quality service to customers
- *Provide lawn care services including lawn mowing, clean up, and landscaping
- *Perform other additional tasks as requested

8/04-9/06

Gander Mountain, Erie, Pennsylvania
Receiving Clerk

- *Receive merchandise and stock shelves
- *Provide customer service
- *Price merchandise and work on displays

5/03-4/04

Domino's Pizza, Erie, Pennsylvania
Customer Service Specialist

- *Receive and fill customer orders in a timely manner
- *Make efficient deliveries when requested
- *Train new employees on both in store and delivery responsibilities

10/02-4/03

Lowe's #273, State College, Pennsylvania
Specialist

- *Worked one-on-one with customers to fulfill their special requests and orders
- *Trained new employees in merchandise areas
- *Kept accurate shelf and inventory counts/met sales goals

6/00-10/02

Lowe's #385, Columbia, South Carolina
Manager

- *Supervised staff of 30 employees
- *Assisted with all daily store matters
- *Trained new employees in various departments

4/99-5/00

Carolina Metal Structures, Irmo, South Carolina
Laborer

- *Manufactured metal structures
- *Assembled metal car ports and garages
- *Installed metal structures on site

LEADERSHIP:

- *Member of Safety Committee at Lowe's 2000-2003
- *Coach of Irmo Little League 2000

SPECIAL SKILLS:

- *Windows 98/00, Word Processing, Landscaping, Carpentry

REFERENCES:

Available upon request