

Facility Monitor(s)

Canadian Rockies Public Schools is now accepting applications for a Facility Monitor(s).

- This position is casual work on evenings and weekends, the days and hours of work being dictated by the level of community use of school facilities.
- The employee is the School Division's on-site representative during the hours that the school is open to the public. This could extend to revenue projects or school activities when assigned.
- The employee must be able to take charge of matters and make on-site decisions regarding the appropriateness of activities and the security of the building.
- The employee is to maintain order within the building, and report damage and infractions to the Custodian Supervisor.
- The employee is to be able to work independently, be presentable, represent the school division in a professional manner and demonstrate good people skills to the general public.
- While an activity is ongoing, tend to the emerging needs of the user group (eg: cleaning up spills, providing directions, answering questions)
- Restore all facility space used to the pre-use condition following the event.

TYPICAL DUTIES

- Enforces the rules of proper conduct within our facilities and in accordance to any AHS guidelines in place at the time of the event.
- Patrols the building and maintains its security during scheduled events.
- Opens doors to assigned rooms.
- Issues equipment as required, records its condition before and after use.
- Prepares and restores spaces used by the various groups including cleaning of all areas used.
- Keeps records of lost and damaged equipment and reports it to the Custodian Supervisor.
- Ensures all exits are barrier free. Reports to the Occupation Health and Safety Officer any incidents where school staff activities have created restriction problems.
- Has the authority to call the RCMP for assistance.
- Is to take charge of all emergencies ensuring the building is evacuated in a fire alarm condition and to remain on site until emergency services arrive and be the key holder for the Emergency services crew.
- Emptying of individual trash cans when required.
- Restoratively cleans & returns to custodial rooms any equipment used for cleaning work.
- Replenishes dispensers as required for the activity.
- Sweep gym floor at end of gym bookings.
- Keeps entrances dry for safety reasons by mopping as needed.
- Maintaining personal time sheets.
- Maintains records of actual facility use (Facility Use Log sheets) for billing purposes.
- Assumes administrative tasks as assigned by the Custodian Supervisor or Occupational Health and Safety Officer.
- Assumes tasks related to set-up or take down of school activities as assigned by the Custodian Supervisor or Occupational Health and Safety Officer or School administrators.
- Assists custodial or maintenance staff in the moving of furniture or equipment as required.
- Check your email at the beginning of your shift for any last minute details from the Custodian Supervisor or Occupational Health and Safety Officer.

QUALIFICATIONS

- Good understanding of English, oral and written
- Minimum Grade 12 education
- Excellent people skills
- Ability to work with others as a team
- Able to work independently and take charge of situations
- Willingness to work on short notice
- Ability to work evenings and weekends with varying shift times
- Basic knowledge of administrative operations, i.e. record keeping and email procedures
- Cleaning experience will be considered an asset

Rate of Pay: \$17.10 per hour

Start Date: As soon as suitable candidates have been found

Closing date for applications: Open until positions are filled

No hard copies or faxes will be accepted. Applicants should indicate the position that they are applying for and include at least 2 references one of which should be a recent supervisor. Please provide both phone numbers and email addresses for references. A Criminal Record Check/Vulnerable Sector Check (current within 3 months) will be required before the successful candidate may start in this position.

Applications will only be accepted electronically by email to hr@crps.ca.

Attention: Mr. Christopher MacPhee,
Superintendent of Schools

Canadian Rockies Public Schools thanks all applicants. Only those candidates selected for an interview will be contacted.