

Custodian/Housekeeper Part-Time Regular

Canadian Rockies Public Schools (CRPS) is now accepting applications for the following position for the 2024-2025 school year:

- Part-time Regular Housekeeper/Custodian - 30 hours per week
- Full benefits package through Alberta School Employee Benefit Plan upon the completion of the required probationary period.

General Duties and Responsibilities:

Custodian and Housekeeping responsibilities may differ for Elementary, Middle and High Schools. The main responsibilities include, but are not limited to (training will be provided):

- Housekeeping duties (eg: floors, garbage, refills dispensers, vacuum carpets)
- Washes windows
- Washes student desks as required
- Sanitizes bathrooms
- Assists in scheduled tasks (eg: recoating of hardwood floors, hot water extraction of carpets and mats)
- Operates mechanical floor cleaning equipment
- All other duties as assigned by the Custodian Supervisor or School Administration

General Qualifications:

- Custodial experience, preferable in a school environment
- Excellent communication skills
- Ability to work independently and as part of a team
- Reliable with high integrity and strong work ethic
- Proactive organizational skills
- Time management and multitasking abilities

Start Date: As soon as a suitable candidate is found.

Hours: 3.5 hours per day for Housekeeping duties and 2.5 hours per day for Custodian duties.

Rate of Pay: Starting rate is \$22.44 per hour for Custodian and \$19.48 per hour for Housekeeper.

Closing date for applications: Until a suitable candidate is found. Preference will be given to applications received prior to **April 7, 2025 at 4:00 pm.**

The working conditions for this position are covered under a collective agreement between the Canadian Rockies School Division and the Canadian Union of Public Employees Local 37.

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; however only those candidates selected for an interview will be contacted.