



FRONTIER SCHOOL DIVISION SUPPORT STAFF JOB POSTING

POSITION:	Custodian (.50 FTE)
LOCATION:	Duke of Marlborough School
START DATE:	As soon as possible
HOURS/DAY/MONTHS:	4 Hours/Day, 5 Days/Week, 12 Months/Year
TERM OF EMPLOYMENT:	Permanent
SALARY:	\$17.46/hour to \$20.40/hour
UNIONIZED/NON-UNIONIZED:	Non-Unionized
APPLICATION DEADLINE:	Open Until Filled

QUALIFICATIONS

- Grade 12
- A valid Manitoba Drivers' License
- One year related experience
- Thorough knowledge of cleaning and maintenance requirements
- Knowledge of power tool safety, WHMIS and First Aid
- Knowledge of basic record keeping procedures
- Ability to work independently as well as a member of a team
- Physically able to perform assigned duties (Lifting up to 30 kg)

DUTIES AND RESPONSIBILITIES

- Vacuums, dusts, sweeps, mops, washes and waxes classrooms, laboratories, offices, washrooms, corridors, cafeterias, staff rooms, storage rooms, etc.
- Washes and/or waxes woodwork, walls fixtures, windows, desks, chairs, shelving, and other furniture, etc.
- Maintains cleanliness of washrooms by cleaning toilet facilities, sinks, mirrors, fixtures and restocking towels, tissues, soap and other items.
- Collects and disposes of refuse/garbage.
- Cleans microwaves, water fountains and coolers and keeps them supplied with water where applicable.
- Cleans, installs, removes and stores windows and doors.
- Waters and mows lawns, playing fields and green areas.
- Moves furniture and equipment.
- Requisitions, receives and maintains cleaning and maintenance supplies.
- Ensures school is secure upon leaving.
- Maintains Workplace Safety and Health materials (i.e. MSDS sheets) and maintenance safety logs.
- Ensures that required cleaning and maintenance service are being provided.
- Performs other related duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required. Forward application package to:

Mr. Shawn Manning, Principal
Duke of Marlborough School
Box 338
Churchill, MB R0B 0E0
Phone: 204-675-2737 Fax: 204-675-2617
Email: Stephen.Manning@fsdnet.ca

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted.

By applying, you are consenting that the Division may contact your references.

The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment.

Further information is available at www.frontiersd.mb.ca