



Housekeeper Full Time Regular

Canadian Rockies Public Schools is now accepting applications for the following position for the 2021-2022 school year:

- Housekeeper (daytime) - 30 hours per week
- Full benefits package through Alberta School Employee Benefit Plan
- This position resides within the CUPE 37 Union.

General Duties and Responsibilities:

Housekeeping responsibilities may differ for Elementary, Middle and High Schools but the main responsibilities are outlined below:

- Locking and unlocking doors as required during the day.
- Turning on hallway and washroom lighting as required as well as regular washroom cleaning.
- Vacuuming of carpeted areas of school.
- Tidy-up/clean cafeteria, lunchroom.
- Collecting litter and disposing of garbage inside the building and around the premises.
- Replenishing dispensers and hand sanitizer stations.
- Ensuring all exits and hallways are maintained in a safe and clean state.
- Clearing snow and ice from entrances/exits when necessary. Spreading of ice melt on sidewalks as required.
- Inventories cleaning supplies and informs the Custodian Supervisor of stock levels.
- Keeping all custodial closets stocked with supplies (rags, mop heads, soaps, etc.).
- Collecting and drying, if necessary, all rags and mop heads for weekly sanitation.
- 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: February 28, 2022 or as soon as a suitable candidate has been found.

Hours: Housekeeping duties are required during the school's operational hours.

Rate of Pay: Starting rate is \$17.59 per hour

Closing date for applications: Until a suitable candidate is found. Preference will be given to applications received prior to **Friday, February 18, 2022 at 12:00 pm noon.**

The working conditions for these positions are covered under a collective agreement between the Canadian Rockies School Division No. 12 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