



Housekeeper Part-time Regular

Canadian Rockies Public Schools is now accepting applications for the following position for the 2022-2023 school year:

- Housekeeper (daytime) - 24 hours per week
- This position is based primarily at Canmore Collegiate High School; supporting other schools as required..
- Additional hours (up to full-time hours) may be available within the role as needed (e.g: coverage for leaves or sick days; relief hours may be available in July and August throughout the summer months as well).
- Mileage will be provided for travel between sites if required to work at multiple sites within a day, or if covering shifts within Banff or Exshaw.
- Full benefits package through Alberta School Employee Benefit Plan.

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.
- Regular washroom cleaning.
- Turning on hallway and washroom lighting as required.
- 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 melter on sidewalks when 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: August 22, 2022

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 12:00 noon on June 30, 2022.

The working conditions for these positions 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