



## **Relief Custodians/Housekeepers Part Time Regular Housekeeper**

Canadian Rockies Public Schools is now accepting applications for the following positions:

- Relief Custodian and Relief Housekeeper positions (Hours variable dependent upon leave requests - can range from part-time to full-time)
- Part time regular Housekeeper (daytime) - 30 hours per week

### **General Duties and Responsibilities:**

Custodian 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 suitable candidates have been found.

**Hours:** Custodian duties are required during the evenings. Housekeeping duties are required during the schools' operational hours.

**Rate of Pay:** Starting rate is \$17.59 per hour for Housekeepers and \$20.32 per hour for Custodians.

**Closing date for applications:** Until suitable candidates are found. Preference will be given to applications received prior to **May 5, 2023 at 12:00 noon.**

The working conditions for this position 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](mailto: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.*