

Human Resources • Memo

Date: September 19, 2020

To: All Members
The Canadian Union of Public Employees, Local 723

From: Director, Human Resources

Subject: **POSTING NO. 20-99 – Casual Janitor, Quadra Elementary School**

We are seeking applications for the position of Casual Janitor at Quadra Elementary School, to be employed on an "on-call" basis when the regular Janitor is absent due to illness or other reasons, effective as soon as possible after posting closes.

The successful applicant will be hard-working, positive and self-motivated to complement our highly professional, knowledgeable and conscientious staff.

Upon successful completion of the hiring process, you will be working on a "CALL AS REQUIRED" basis, primarily an afternoon shift. Preference will be given to applicants with demonstrated skills and experience and who reside on Quadra.

Required Qualifications:

1. Building Service Worker Level One or willingness to obtain certificate at own expense at the earliest opportunity.
2. Minimum of one year of recent full-time equivalent experience (approximately 1750 hrs.) in commercial/institutional custodial work.
3. Grade 12 Diploma preferred.
4. Valid Driver's License.

Required Skills and Abilities:

1. Work in a safe and responsible manner.
2. Meet the physical demands of the job.
3. Establish and maintain a good working relationship with school staff, parents and students.
4. Develop a close liaison with other staff so that a team approach is fostered in the operation of schools.
5. Prioritize work on a daily basis.
6. Read, write and speak English at a proficient level.
7. Communicate clearly and effectively in a respectful manner.
8. Operate all types of cleaning equipment.
9. Follow oral/written instruction and established procedures.
10. Work from a ladder or scaffold.

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Duties will include but are not necessarily limited to:

1. Carrying out all aspects of custodial work including the use of various powered cleaning equipment.
2. Creating a clean, healthy and safe environment for students and staff.
3. Cleaning and maintaining all types of floor surfaces.
4. Collecting and removing waste and recycling from all areas.
5. Loading and unloading of vehicles; moving furniture and equipment.
6. Providing his/her own safety footwear.
7. Changing lights.
8. Securing the facility.
9. Responding to facility emergencies.
10. Becoming fully familiar with the operation of the mechanical plant.

The successful applicant may be required to submit a certificate of medical fitness as a condition of employment.

Only applications with the following documentation will be considered:

1. School District 72 (Campbell River) Application For Employment - Non-Teaching—available on the School District website. (Resumes may also be attached to the application);
2. Covering letter indicating why you are seeking this position;
3. Three professional references;
4. Building Service Worker Level I certificate if applicable.

The rate of pay for this position is \$23.84 per hour, in accordance with the current collective agreement with the Canadian Union of Public Employees, Local 723.

Applications for this posting will be accepted on an ongoing basis until 4:00 p.m., **June 30, 2021**. Please apply:

Online at Make a Future:

www.makeafuture.ca/campbell-river

In the event of challenges with the Make a Future website, candidates may contact Make a Future directly for assistance at **1-877-900-5627** or, **1-866-806-6851**.

OR

By email to: hrsupportstaff@sd72.bc.ca

We thank all applicants for their interest and advise that only those applicants selected for further discussion will be contacted or acknowledged. The successful candidate(s) will be required to complete a criminal record check.

c: S. Woods, Manager of Operations
F. Schaub, Principal
P. Reid, Supervisor, Operations & Safety
G. Cooper, Head Custodian
CUPE, Local 723
Payroll & Benefits Supervisor
Payroll

