



Repost Employment Opportunity

Date: September 22, 2022	Bulletin No. 22-23 055
Position: Caretaker Class 2	Assignment: 8 hr/day (Mon-Fri) term until December 31, 2022 or upon return of incumbent being replaced. Hours: 8:30 a.m.-5:00 p.m. <i>½ hour unpaid lunch break</i>
School: Ste. Anne School Complex	Closing date: Open Until Filled
Start Date: Earliest Possible	Salary & Benefits: As per collective agreement

Duties and Responsibilities:

- Wash, clean, sweep and keep in safe and sanitary condition, all rooms, stairs, halls, furniture, fixtures, glass and equipment, including lavatory in allotted areas.
- Scrub, strip and refinish floors
- Cater to public using and renting space in school
- Lock and secure all doors and windows at end of shift
- Dispose of all refuse in exterior containers
- Clean all equipment at end of shift
- Check and put on security system when leaving school
- Do a thorough job of housecleaning offices including dusting of furniture, counters, etc.
- Perform other related duties as may be requested by the Principal or the Maintenance Supervisor

Interested candidates are invited to submit a cover letter and resume, along with three(3) references on or before 4:00 pm on the closing date listed above to:

Alana Klopick, Principal
 Ste. Anne Collegiate
 Email: alana.klopick@srsd.ca

Note: We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Seine River School Division welcomes diversity in the workplace and encourages applications from all qualified candidates, including women, aboriginal peoples, people with disabilities and racial minorities.