



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Custodian
Location:	Matheson Island School
Start Date:	As soon as possible
Hours/Days/Months:	2.5 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$21.52/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

QUALIFICATIONS

- Grade 12
- A valid Manitoba Drivers' License
- One year related experience
- Thorough knowledge of cleaning and maintenance requirements
- Knowledge of power tool safety, WHMIS and First Aid
- Knowledge of basic record keeping procedures
- Ability to work independently as well as a member of a team
- Physically able to perform assigned duties (Lifting up to 30 kg)

DUTIES AND RESPONSIBILITIES

- Vacuums, dusts, sweeps, mops, washes and waxes classrooms, laboratories, offices, washrooms, corridors, cafeterias, staff rooms, storage rooms, etc.
- Washes and/or waxes woodwork, walls fixtures, windows, desks, chairs, shelving, and other furniture
- Maintains cleanliness of washrooms by cleaning toilet facilities, sinks, mirrors, fixtures and restocking towels, tissues, soap and other items.
- Collects and disposes of refuse/garbage.
- Cleans microwaves, water fountains and coolers and keeps them supplied with water where applicable.
- Cleans, installs, removes and stores windows and doors.
- Waters and mows lawns, playing fields and green areas.
- Requisitions, receives and maintains cleaning and maintenance supplies.
- Ensures school is secure upon leaving.
- Maintains Workplace Safety and Health materials (i.e. MSDS sheets) and maintenance safety logs.
- Ensures that required cleaning and maintenance services are being provided.
- Performs other related duties as assigned.

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

Thank you for your interest; however, only applicants selected for an interview will be contacted.

By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Joel Want, Principal
Matheson Island School
Matheson Island, MB R0C 2A0
Fax: (204) 276-2153
Email: Joel.Want@fsdnet.ca

