



**ST. JAMES-ASSINIBOIA
SCHOOL DIVISION**

NON-TEACHING VACANCY

INSTRUCTIONS:

Application/Transfer forms are available on the School Division website at www.sjasd.ca

A separate application is to be submitted for each job vacancy.

NOTE: Applicants should consider the position filled if they have not been contacted within one month from the closing date shown on the posting.

Job Vacancy #	057
Application Deadline	May 16, 2024
Employee Group	CUPE - REPOSTED
Classification	Assistant Cleaner (37.5%)
Location	St. James Collegiate
Hours of Work	**4:00 p.m. - 7:00 p.m.** Monday to Friday
Wage or Salary	\$17.97 to \$20.33 per hour
Start Date	ASAP
Probation Period	6 Months (Internal Staff - 3 Month Trial Period)

DUTIES:

As described in School Division Policy no. AP4-3 (Assistant Cleaner Job Description).

QUALIFICATIONS:

- High school diploma is desired.
- Less than one year experience is required as training is provided on the job.
- The ability to operate an autoscrubber, carpet cleaning equipment, vacuum cleaner, portable ventilation fans, window washing equipment, custodial hand tools including mop, brooms etc. is desirable.
- Ability to understand and follow written and oral instructions.
- Ability to keep minor records.
- Ability to respond effectively to the public and school staff.
- Good communication skills are required.
- Must maintain a neat and tidy appearance and have good grooming skills.
- Physically able to perform the duties assigned.
- Able to lift objects weighing in excess of 25 kgs.

This position is required to work day shift (ie. between 7:00 a.m. - 4:00 p.m.) during Spring, Summer and Winter break.

PLEASE COMPLETE DIVISION APPLICATION/TRANSFER FORM WHEN APPLYING FOR A POSITION.

APPLY TO:

Email: cupepostings@sjasd.ca

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.

May 9, 2024