



# ST. JAMES-ASSINIBOIA SCHOOL DIVISION

## NON-TEACHING VACANCY

---

**INSTRUCTIONS:** Application forms are available on the School Division website at [www.sjasd.ca](http://www.sjasd.ca). A separate email/ application is to be emailed to [cupepostings@sjasd.ca](mailto:cupepostings@sjasd.ca) for each job vacancy you wish to apply for.

NOTE: Applicants should consider the position filled if they have not been contacted within 10 days from the closing date shown on the posting.

---

**Job Vacancy:** 001

**Application Deadline:** July 4, 2025

**Employee Group:** CUPE

**Classification:** Cleaner (100%)

**Location:** Ecole Ness

**Hours of Work:** 3:30 p.m. - 11:30 p.m. - Monday to Friday

**Wage or Salary:** \$24.09 - \$29.10 per hour

**Probation Period:** 6 Months (Internal Staff – 3 Month Trial Period)

**Start Date:** ASAP

---

**JOB SUMMARY:** Is described in School Division Policy no. AP4-2 (Cleaner Job Description).

### QUALIFICATIONS:

- High school diploma is desired.
- Less than one year experience is required as training is provided on the job.
- 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 duties assigned.
- Able to lift objects weighing in excess of 25 kgs.
- Ability to operate cleaning equipment - polishers, scrubbers, waxers etc.

*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. We value diversity in our workplace; hence, we invite and encourage applications from people that self identify as members of designated groups (Indigenous peoples, persons with disabilities, members of visible minority, and women).*

*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.*

\*In the subject line of your email, please ensure you put the job posting number, your name and then INTERNAL (if you are a current Division employee) OR EXTERNAL. \*

### How To Apply:

Attention: Human Resources, CUPE

Email: [cupepostings@sjasd.ca](mailto:cupepostings@sjasd.ca)

June 26, 2025