

Job Posting: Posting Detail**Posting:** C2526-084**Closing Date:** 04-Jul-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Elementary Custodian	Alexander Robinson Elementary	Continuing	40.0000	26.8800

Typical Duties/Assignment Description

Starting as soon as possible, this assignment works afternoon shift and follows a 12 month

Additional Information/Site Specific Expectations

Performs a variety of custodial duties to ensure the safety, cleanliness and security of school facilities and grounds.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 10 plus a Building Service Worker Certificate from a recognized college/institution or equivalent training and experience in an institutional setting.
- Knowledge of materials, methods and equipment used in custodial work.
- Knowledge of safety procedures related to work performed.
- Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
- Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position. A valid B.C. Driver's License.

Additional Qualifications, Knowledge, Abilities & Skills

Please reference the full job description for specific qualifications and additional position-related information. All current job descriptions can be found on the staff intranet site inside.sd42.ca under the Business Function HUMAN RESOURCES tab at the top of the page.

Job Posting: Posting Detail**Posting:** C2526-085**Closing Date:** 04-Jul-2025

Position	Location	Assignment Type	Hours	Rate of Pay
Administrative Clerk	Maintenance	Temporary Assignment	35.0000	29.3300

Typical Duties/Assignment Description

This is a time duration starting July 14, 2025 to August 29, 2025; or return of incumbent. This assignment follows a 12 month schedule.

Additional Information/Site Specific Expectations

Under the direction of the department manager, performs a variety of clerical duties related to the administration of the Maintenance department and trades work order system.

Education and Experience/Mandatory Qualifications

1. Successful completion of grade 12 with course emphasis on business practices and procedures or equivalent training and experience.
2. One (1) year clerical experience, preferably in a maintenance or construction department dispatching maintenance calls, ordering materials, or other similar duties.
3. Ability to work under pressure with limited supervision. Must have excellent organizational skills and ability to take initiative.
4. Ability to operate office equipment and computer software programs with keyboarding skills at a minimum of 50 wpm.
5. Demonstrated ability to communicate effectively and harmoniously with staff, contractors, suppliers and visitors.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

Additional Qualifications, Knowledge, Abilities & Skills

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