

Job Posting: Posting Detail

Posting: C2526-454

Closing Date: 16-Apr-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Records Clerk	Maple Ridge Secondary	Time Duration	35.0000	29.3300

Typical Duties/Assignment Description

This is a time duration position until July 3, 2026 or return of incumbent. The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

Under the direction of the school principal, the primary focus of this position involves the processing of student information records as well as performing a variety of clerical duties in a school or office environment.

Education and Experience/Mandatory Qualifications

- Successful completion of Grade 12 with course emphasis on business practices and procedures.
- One (1) year relevant experience working in a school environment.
- Thorough knowledge of student records systems, with the ability to process data quickly and accurately.
- Proficiency with personal computers and a variety of software packages including word processing and spreadsheet applications with keyboard skills at 50 net wpm.
- Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors, visitors and outside agencies.
- Demonstrated ability to work at the level of independence and with the degree of initiative and attention to detail appropriate to the position.

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.

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Posting: C2526-455

Closing Date: 16-Apr-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Elementary Custodian	Laity View Elementary	Continuing	40.0000	26.8800

Typical Duties/Assignment Description

This assignment works afternoon shift and follows a 12 month schedule.

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

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Job Posting: Posting Detail**Posting:** C2526-456**Closing Date:** 16-Apr-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Food Programs Assistant	Riverside Centre	Time Duration	25.0000	27.2600

Typical Duties/Assignment Description

This is a time duration position until June 30, 2026 working Tuesday to Friday 8:30am to 3:15pm . The hours per week indicated are while school is in session.

Additional Information/Site Specific Expectations

Under the direction of the Program Manager, this position provides district-wide support for school-based food and nutrition programs. The role focuses on basic procurement/ordering of food, supplies, and small equipment, along with the delivery and distribution of these items to schools.

Education and Experience/Mandatory Qualifications

1. Successful completion of Grade 12 and 6-months' experience in a related environment such as delivery, warehouse/stock work, grocery, restaurant or cafeteria operations, or other settings involving basic purchasing, ordering, or low-level procurement tasks.
2. Ability to safely operate a vehicle and knowledge of proper lifting, storing, and loading practices.
3. Sufficient physical strength, stamina, and coordination to lift and move food boxes and supplies.
4. Basic computer skills, including email, online ordering platforms, and simple record entry.
5. Demonstrated ability to communicate courteously with staff, vendors, and community partners.
6. Demonstrated ability to work independently, manage time effectively, and follow established routines.
7. A valid B.C. driver's license.

Additional Qualifications, Knowledge, Abilities & Skills

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