

**Job Posting: Posting Detail**

Posting: C2627-022

Closing Date: 02-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Elementary Custodian 2	Continuing Education	Continuing	40.0000	29.3300

**Typical Duties/Assignment Description**

Starting June 30, 2026, this position 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. Supervises custodial staff and orients new custodians.

**Education and Experience/Mandatory Qualifications**

- Successful completion of Grade 10 plus a Building Service Worker Certificate from a recognized college/institution and six (6) months experience or equivalent training and experience in an institutional setting plus three (3) months experience in a supervisory capacity.
- 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](http://inside.sd42.ca) under the Business Function HUMAN RESOURCES tab at the top of the page.

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Closing Date: 02-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Labourer	Maintenance	Time Duration	40.0000	26.8800

#### Typical Duties/Assignment Description

This is a time duration position starting July 2, 2026 to October 30, 2026 working Monday to Friday, 6:00 am to 2:30 pm and following a 12 month calendar. Incumbents must be available for the entire duration of this posting.

#### Additional Information/Site Specific Expectations

Duties include a variety of manual jobs related to school grounds, buildings and equipment. Must have the ability to lift 50lbs. and work in rainy and hot weather.

#### Education and Experience/Mandatory Qualifications

- Successful completion of Grade 10 plus knowledge of materials and methods used in general construction, grounds and maintenance work.
- Sufficient physical strength, health and coordination to permit the performance of heavy manual work outdoors in all weather.
- Ability to operate hand power tools and equipment under supervision.
- Demonstrated ability to communicate effectively and function harmoniously with staff, students, parents, and visitors.
- A valid B.C. driver's license.

#### Additional Qualifications, Knowledge, Abilities & Skills

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### Job Posting: Posting Detail

Posting: C2627-024

Closing Date: 02-Jun-2026

Position	Location	Assignment Type	Hours	Rate of Pay
Records Clerk	Continuing Education	Continuing	35.0000	29.3300

#### Typical Duties/Assignment Description

Starting July 2, 2026. This assignment follows a 12 month schedule.

#### 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 andwith the degree of initiative and attention to detail appropriate to the position.

#### Additional Qualifications, Knowledge, Abilities & Skills

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