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INTERNAL/EXTERNAL

September 13, 2021

## PINE CREEK SCHOOL DIVISION Assistant Custodian

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**Position:** Assistant Custodian  
**School:** AES, Austin Elementary  
**Permanent: 0.75 Monday to Friday, 6 hours a day (Afternoon-Evening)**  
**Beginning on September 27, 2021 or sooner**

### Duties & Responsibilities:

- Are established by Head Custodian, Principal and the Maintenance Supervisor within the parameters of the job description
- General cleaning and maintenance of the school
- School ground maintenance.
- Positive relations with students and staff.
- Will work as part of the school team in providing a clean, safe, healthy and well-maintain environment for all students and staff.
- Winter snow clearing/ boiler/ ventilation inspection and maintenance
- Summer grass cutting, sweeping/ sweep walkways, inspection of play structures.
- Shall maintain confidentiality regarding school matters.
- Duties as assigned

### Salary & benefits as per CUPE Collective Agreement

Any questions should be directed to

Any questions should be directed to the Maintenance Coordinator, Erwin Hiebert at 204-385-6113,  
[ehiebert@pinecreeksd.mb.ca](mailto:ehiebert@pinecreeksd.mb.ca)

Interested candidates are required to submit a cover letter, resume, and three (3) current references on or before  
**September 20, 2021** to:

Human Resources  
Pine Creek School Division Email:  
[hr@pinecreeksd.mb.ca](mailto:hr@pinecreeksd.mb.ca)

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*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

*By applying, you are consenting that the Division may contact your references.*

*The candidate hired by the Pine Creek School Division is required to submit a clear Child Abuse Registry Check and Criminal Record Check, at their own expense, as part of employment.*