



INTERNAL/EXTERNAL  
January 23, 2023

## PINE CREEK SCHOOL DIVISION Term Assistant Custodian

**Position:** Assistant Custodian

**Location:** MacGregor Elementary School

**Assignment:** Full Time Term, Mon-Fri, 7:00 am -4:00 pm

**Start and End Date:** February 6, 2023- March 3, 2023

### **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
- Disinfection as per current guidelines.
- 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-maintained 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

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

Interested candidates are required to submit a cover letter, resume, and three (3) current references on or before **January 30, 2023** to:

Human Resources

Pine Creek School Division Email:

[hr@pcsdonline.ca](mailto:hr@pcsdonline.ca)

*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.*