

**Applicants:** – Please do not remove this posting – ask for a copy

**SCHOOL DISTRICT No. 64 (GULF ISLANDS)**

**INTERNAL JOB POSTING**

**Position:** Building Service Worker  
(Temporary, Ten-Month Payscale)

**Location:** Fernwood Elementary School

**Qualifications:** See job description attached.

**Hours of Work:** Thirty-two (32) working hours per week (0.8480 FTE)

**Job Rate:** \$21.54

**Start Date:** As soon as possible after the posting closing date

**End Date:** December 29, 2017 or return of the incumbent

**Closing Date:** 4:00 p.m., Wednesday, October 18, 2017

**Apply in writing to:** Linda Underwood, Director of Instruction, Human Resources  
School Board Office  
c/o Dawne Fennell, Executive Assistant  
Email: [dfennell@sd64.bc.ca](mailto:dfennell@sd64.bc.ca)

**Please apply in writing with an updated resume and supporting documentation that will ensure qualifications are met or exceeded for this position.**

**Please indicate clearly in your cover letter the position and posting number to which you are applying.**

**This is a union position with C.U.P.E., Local 788. (APPLICATIONS WILL BE RECEIVED FROM MEMBERS ONLY)**

DATE RECEIVED



Successful applicant: \_\_\_\_\_

**Please copy to:**

- Posting Email Reps. (CUPE)
- School Board Office
- Payroll
- Personnel
- Job Posting Website

**October 12, 2017  
(CUPE Posting No. 28) (2017/18)**

SCHOOL DISTRICT #64 (Gulf Islands)  
Job Description  
Building Service Worker

Summary

Under minimum supervision, performs cleaning and security tasks to ensure that district facilities are maintained with regard to safety, sanitation, security and appearance in accordance with current district standards.

Duties

Under minimum supervision:

- Sweeps, mops, vacuums, polishes and dusts
- Clears and cleans waste containers
- Autoscrubs and maintains floors
- Ensures buildings are secure; activates alarm system
- Provides information to public on use of facilities
- Performs routine cleaning of tools and equipment
- Uses WHMIS System and attends annual Building Service Worker Safety Review
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

Qualifications

- Grade 10 or an equivalent combination of training and experience
- Building Service Worker Level 1 certificate

Desired Assets

- Previous experience in related work
- Working knowledge of building alarm systems

Relationships

- Responsible to the Building Services Supervisor

**APPROVED:**

On behalf of:  
School District #64 (Gulf Islands)



Rod Scotvold  
Secretary Treasurer

On behalf of:  
CUPE Local 788



Peter Price  
President

Date

May 3, 2006

Date

MAY 3 / 06

**Classification: Operations II**

JJEC approved date: April 27, 2006