

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

SCHOOL DISTRICT No. 64 (GULF ISLANDS)

INTERNAL JOB POSTING

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

Location: Saturna Elementary School

Qualifications: See job description attached.

Hours of Work: Ten (10) working hours per week (0.265 FTE)

Job Rate: \$21.95

Start Date: September 4, 2018

Closing Date: 4:00 p.m., Monday, June 11, 2018

Apply in writing to: Linda Underwood, Director of Instruction, Human Resources
School Board Office
c/o Dawne Fennell, Executive Assistant
Fax: 250-537-4200
Email: 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: _____

L Underwood

Please copy to:

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

**June 4, 2018
(CUPE Posting No. 01) (2018/19)**

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