



## **Glenmore Christian Academy**

16520 – 24<sup>th</sup> Street South West, Calgary, Alberta T2Y 4W2  
(403) 254-9050 Fax (403) 256-9695

Glenmore Christian Academy (GCA) is a private Alberta accredited Christian school located in the Southwest of Calgary, Alberta, specializing in the education of children in grades K-9. GCA is a member of AISCA (Association of Independent Schools and Colleges in Alberta) as well as ACSI (Association of Christian Schools International). GCA's mission is to Teach Truth, Inspire Excellence, Experience Christ and Serve through Love. GCA has a head of school, two principals and a staff of over 85 serving approximately 900 students.

GCA has an opportunity for a Part Time Temporary Custodian, working Monday to Friday 7:00 pm to 11:00 pm to start. The hours may change depending on workload. This position has been created to meet the cleaning mandates that Alberta Health has put in place for schools. This position also reports to the Facilities Department.

### **Responsibilities**

Responsibilities may include but will not be limited to the following:

- Primary responsibility would be to continually disinfect all touch points throughout the school.
- Sweeping, washing and vacuuming floors
- Collect and dispose of garbage and recycling.
- Performs related duties as required

### **Qualifications**

- Agrees with and abides by the GCA Statement of Faith
- Successful completion of a Criminal Records Check; including Vulnerable Sector Search to be completed less than three months prior to employment and no later than 6 weeks after employment
- Good communication skills, both verbal and written
- Ability to understand and effectively carry out oral and written instructions accurately
- Ability to multitask with strong attention to detail
- Ability to work within a team environment and independently with limited supervision
- Ability to prioritize and schedule work accordingly
- Ability to do minor maintenance
- Ability to lift 50+lbs

### **Education:**

- Completion of High School Diploma
- Up to six (6) months of related housekeeping experience an asset

### **Compensation**

Glenmore Christian Academy offers a compensation package competitive with public schools in Alberta.

Interested candidates are asked to send their documents by email to [careers@gcaschool.com](mailto:careers@gcaschool.com).

The following attachments should be included:

- Cover Letter
- Résumé summarizing training and experience
- A professional letter of reference
- A statement of faith and personal testimony
- Pastoral reference (recent within three months)
- A criminal record check will be required of the successful applicant

No agencies or telephone inquiries please. We thank all applicants for their interest in our organization, but only those candidates selected for interviews will be contacted.