



Glenmore Christian Academy

16520 – 24th Street South West, Calgary, Alberta T2Y 4W2

(403) 254-9050 Fax (403) 256-9695

Glenmore Christian Academy (GCA) is a private Alberta credited 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). GCA's focus on academic and spiritual development has led it to be consistently ranked as one of the best performing schools in Alberta. GCA has two principals and a staff of 80 serving approximately 880 students.

GCA has an opportunity for a Temporary Part Time Custodian/Event Supervisor position, working mostly Weekends between 7:00 am to 11:00 pm (depending on shift) and possible Monday to Friday evening shifts 6:00pm to 10:00pm. This position starts on October 2, 2021 to June 30, 2022 and reports to the Facilities Department.

Responsibilities

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

- Sweeping, washing and vacuuming floors
- Dust and glass cleaning
- Cleaning and tidying up all areas of the washrooms, offices, staff kitchen, classrooms, gyms and hallways
- Collect and dispose of garbage and recyclables
- Perform set up and tear down of rooms
- Oversee evening and weekend events as scheduled
- Clearing snow off sidewalk and entrance/exit areas
- 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 multi task 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.

The deadline for application is September 30, 2021. 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.