

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

PLEASE POST ON ALL SCHOOL DISTRICT BULLETIN BOARDS

**School District No. 67 (Okanagan Skaha)
Office of Human Resources**

Posting No. 2020-17

TO: All CUPE Local 523 Members

FROM: Cindy Byrd
Human Resources Manager

RE: CUSTODIAL POSTING

DATE: September 14, 2020

NOTE: ALL PERTINENT CERTIFICATES/DOCUMENTATION INDICATING THAT YOU HAVE THE NECESSARY QUALIFICATIONS LISTED FOR THE POSITION(S) YOU INTEND TO BID ON MUST BE SUBMITTED WITH YOUR APPLICATION OR BE IN YOUR PERSONNEL FILE AT THE BOARD OFFICE, AND NOTED ON YOUR APPLICATION AND/OR ATTACHED TO THE POSTING AT THE TIME OF SUBMISSION

PAY GRADE

All pay grades are as per the Collective Agreement.

DAYS/HOURS OF WORK

Unless otherwise indicated, all custodial positions only work on days of student instruction (as defined in the school calendar), plus the one non-instructional day during the school year, plus the year end administration day, plus one employment week (Monday to Friday) during each of the school Winter Vacation and Spring Break, and one employment week (Monday to Friday) following the end of year administration day. Initial hours/days are as indicated below. Custodians and Custodians in Charge may be assigned to alternate facilities and/or hours of work for some or all of the work days which occur during school vacation times.

QUALIFICATIONS

All positions require:

- completion of Grade 10
- Custodial Worker Program certificate or equivalent
- three months recent successful experience in the application of modern custodial methods and procedures required for school district plants
- demonstrated knowledge of materials, methods and equipment used in custodial work; demonstrated ability to work with minimal supervision
- demonstrated ability to read, write and follow instructions; demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public
- physically able to do all aspects of the job

Custodian-In-Charge positions must have the above plus excellent communication skills and ability to keep records. Other qualifications will be as mentioned in the posting.

NAME OF APPLICANT _____

(Print)

SIGNATURE OF APPLICANT _____ Seniority Date: _____

Home Phone: _____

Cell Phone: _____

Posting 2020-17 Name _____

| Bid in Order of Priority | Position | Days/Hours of work | Location | Qualifications |
|--------------------------|--|---|----------|---------------------------------------|
| 1 | Wiltse Elementary School Effective immediately | 11 MONTH POSITION 25 hours per week Initial hours of work are 5:30 pm until 11:00 pm, 1/2 hour unpaid meal break | Wiltse | \$22.12/hour (303) As listed above |

Applications must be submitted to the Human Resources Dept., attention Cindy Byrd, School Board Office, 425 Jermyn Avenue, Penticton, and B.C. not later than **3:00 pm Monday, September 21, 2020**. Please indicate your choices (in order of priority) by numbers in the above boxes.

PLEASE DO NOT REMOVE THIS POSTING FROM THE CUPE BOARD
COPIES MAY BE OBTAINED FROM THE SECRETARY AT YOUR FACILITY or AT THE DISTRICT'S
WEBSITE "sd67.bc.ca"

Please note: Bids for Postings are to be emailed to cbyrd@summer.com or dropped off in person at the School Board Office.
DO NOT RELY ON SCHOOL DISTRICT INTEROFFICE MAIL

This is an internal posting only for the benefit of existing CUPE members and is posted in accordance with Article 12 (a) of the current collective agreement.