



ST. MARY'S ACADEMY IS A GRADES 7-12 CATHOLIC GIRLS' SCHOOL IN THE TRADITION OF THE SISTERS OF THE HOLY NAMES OF JESUS AND MARY.

## Employment Opportunity

# Cleaning/Maintenance I Worker

**Start Date: October 30, 2017**

**Position is full-time**

The Cleaning/Maintenance I position is routine manual work involving cleaning and/or general maintenance of the buildings and grounds. Duties are outlined by the Facility Manager and include the following tasks:

### Typical Duties

- Vacuums, dusts, sweeps, mops, washes and waxes offices, rooms, hallways, cafeterias, kitchen areas, classrooms, theatres and gym etc.
- Washes and/or waxes windows, walls, fixtures, woodwork, furniture, blinds, etc.
- Maintains cleanliness of washrooms by cleaning toilet facilities and sinks, and restocking towels, soap and other items.
- Collects and disposes of garbage.
- May perform minor maintenance work.
- May assist in cleaning and removal of snow from walks and driveways.
- May perform routine gardening chores such as mowing and watering lawns.
- Moves furniture and equipment.
- Washes dishes, pots, kitchen utensils, clears and cleans tables.
- On evening and weekend shifts perform lockup and close gates as per the schedule.
- Performs other duties as assigned.

### Knowledge, Abilities and Skills

- Working knowledge of cleaning requirements of a commercial building.
- Ability to operate related cleaning and grounds equipment.
- Ability to understand and follow instructions.
- Good communication skills and ability to work as a team member.

### Physical Standards

- Physically capable of performing assigned duties.
- Continuous physical activity through walking, bending, climbing, stretching and standing while cleaning and conducting general maintenance.
- Occasional heavy lifting and awkward positions.

### How to apply

Submit cover letter and résumé to David Morrison, Facility Manager, at [dmorrison@smamb.ca](mailto:dmorrison@smamb.ca).

### Application Deadline

**Wednesday, October 11, 2017**

*We thank you for your interest in St. Mary's Academy.  
Only applicants considered for an interview will be contacted.  
All applications will be held in confidence.*