



# Glenmore Christian Academy

16520 24th St SW, Calgary AB, T2Y 4W2  
403-254-9050 | [www.gcaschool.com](http://www.gcaschool.com)



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 125 serving approximately 1000 students.

GCA has an opportunity for a full time **Evening Custodian**. Under the direction and supervision of the Facilities Director. This position operates on a Monday to Friday schedule, with working hours from 3:00pm to 11:00pm.

## **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 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 position will remain open until a suitable candidate is found. 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

Applicants must have the right to work in Canada. Local candidates will be given preference.

**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.