



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Nightwatchperson
Location:	Berens River School
Start Date:	As soon as possible
Hours/Days/Months:	8 hours/day, 5 days/week, 12 months/year
Term of Employment:	Permanent
Salary:	\$20.23/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

This position is responsible for keeping watch of the school premises.

QUALIFICATIONS

- Grade 12
- Knowledge of Workplace Safety and Health regulations (i.e. working alone)
- Excellent interpersonal and verbal communication skills
- Ability to use initiative and judgment to detect and report unusual situations to appropriate authorities
- Ability to maintain effective working relationships with Division staff and the general public

DUTIES AND RESPONSIBILITIES

- Checks all doors in and outside of buildings to ensure they are locked when vacant, locks doors found to be left unlocked, and reports unlocked doors to the Principal in writing or verbally on or before the next working day
- Checks all windows to ensure they are secured when building is vacant
- Monitors Division buildings and properties during events where members of the public enter school facilities
- Performs other duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca*

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Ms. June Green, Business Manager
Berens River School
Box 344, Berens River, MB R0B 0A0
Fax: (204) 382-2422
Email: June.Green@fsdnet.ca

