



2003 McKnight Boulevard, NE
Calgary, AB T2E 6L2
T: 403-219-3201 F: 403-219-3210
www.hcocalgary.com

Facility Staff

Position Description

Heritage Christian Academy is looking for a responsible, reliable, self-motivated individual to join our team as part of the Facility staff operated by the Heritage Christian Education Society Calgary (HCEC). This position reports to the Facility Manager and is responsible for various responsibilities including maintenance, upkeep of our facility, and rental supervision.

The ideal candidate will share HCA's core philosophies (Mission Statement, Philosophy of Christian Education, and Statement of Faith) and be a flexible team player committed to using their God given talents in fulfilling HCA's vision. Must possess excellent people skills to appropriately interact with various individuals and groups on our campus, as well with children from Kindergarten to Grade 12.

This is a full-time position of 8 hours per day, Monday to Friday, 2:00pm to 10:00pm.
Remuneration is commensurate with experience.

About HCA

Heritage Christian Academy has been inspiring commitment to Jesus Christ and promoting excellence in our students since 1979. We educate approximately 650 from over 300 families representing over 75 Christian churches from all quadrants of Calgary and surrounding communities. Our 69,000 square foot facility is located on 9 acres of land on McKnight Boulevard, directly southeast of the Calgary International Airport.

Heritage is accredited by Alberta Education. Heritage is proud to have joined with the Palliser Regional School District as an Alternative Christian School. Every Heritage teacher is certified by Alberta Education and a member of the Alberta Teachers Association. Like our student population, our teachers represent many Christian churches, where they are active members.

We believe the strongest Christian character is built in an environment where family, friends and staff share common beliefs. Heritage exists to educate children from families who are committed followers of Jesus Christ (as defined in our Statement of Faith) and are active participants in Christian fellowship.

Main Responsibilities

This is a physically demanding position that requires standing, sitting, walking, bending, reaching, lifting to 50 pounds, and using cleaning chemicals. Regular use of ladders, cleaning utensils, operation of power equipment such as: floor scrubbers, vacuums, snow removal equipment, lawn care equipment will be required.

- Winter snow removal and ice control.
- Sweep, mop, scrub, and wax floors.
- Perform general labour to support operation requirements as needed.
- Clean and disinfect washrooms and fixtures in assigned areas.
- Pick up recycling, ensure bins are emptied and clean.
- Help identify problems with equipment or building maintenance and report to Facility Manager
- Complete daily and weekly custodial checklists as assigned and scheduled.
- Perform special cleaning projects as assigned by the Facilities Manager.
- Perform other duties as assigned by the Facilities Manager.

Qualifications

- Previous caretaking/building maintenance experience preferred, but not required.
- An understanding of basic cleaning and maintenance plus a willingness to learn.
- Perform tasks quickly and efficiently.
- Adhere to all safety rules.
- Use all cleaning supplies in accordance with product labels.
- Must be physically fit and not sensitive to a cold environment.
- Must be in agreement with the Heritage Christian Academy Statement of Faith and provide a signed copy of our Staff Covenant.
- Successful candidate must provide a current police clearance certificate and vulnerable sector search document.
- Successful candidate must provide a character reference from a church leader.
- Good communication skills including the ability to read, write, understand, and follow oral and written instructions.
- Able to work independently in the absence of supervision, and also as part of a team.
- Able to establish and maintain cooperative-working relationships with those contacted in the course of duties.
- Successful candidate must possess a strong attention to detail.
- Must be honest, punctual, and reliable.

To apply for this position, please submit your resume by email:

lspence@hccalgary.com

Lyle Spence – Facilities Manager