

IMMACULATE HEART OF MARY SCHOOL



invites applications for the following part-time (evenings),
one-year term position with potential for extension;
Effective immediately – June 30, 2027.

School Custodian

Immaculate Heart of Mary School is Manitoba's only Ukrainian Catholic school. The vibrant school community consists of approximately 230 students from Kindergarten to Grade 8.

School Custodian Duties

- Perform daily cleaning and sanitization of classrooms, hallways, washrooms, gymnasium, and common areas
- Maintain school facilities and grounds in a safe and operational condition
- Manage cleaning supplies and power equipment (lawn mower, snow blower, power tools)
- Conduct minor repairs and report larger maintenance needs
- Schedule and track preventive maintenance (e.g., fire alarms, boiler systems)
- Set up and take down spaces for school activities, events, and programs
- Ensure adherence to health, safety, and workplace regulations
- Respond to building emergencies

Qualifications and assets:

- Experience with building operations and maintenance
- 5th Class Power Engineering Certification is an asset
- Experience in cleaning methods and products
- Knowledge of safety standards and safe use of chemicals, tools and equipment
- Standard First Aid/CPR
- WHMIS Certification is an asset
- Knowledge of the Ukrainian language is an asset
- Demonstrate a philosophy in keeping with Catholic education and the values of IHMS

A clear Criminal Record Check and Child Abuse Registry check must be submitted
before commencement of employment.

To apply, please email a cover letter, resume, and three professional references to:

Human Resources Committee
Immaculate Heart of Mary School
650 Flora Avenue
Winnipeg, Manitoba, R2W 2S5
E-mail: ihms@ihms.mb.ca

Only those candidates selected for an interview will be contacted.

Closing date for applications: Thursday, August 27 (otherwise, open until filled)

IMMACULATE HEART OF MARY SCHOOL

invites applications for the following full-time
1 year term position,
effective immediately - June 30, 2027
(with possibility for extension).



Educational Assistant

Immaculate Heart of Mary School is Manitoba's only Ukrainian Catholic school.
The vibrant school community consists of approximately 230 students from
Kindergarten to Grade 8.

The successful candidate will:

- have experience as an Educational Assistant working in a K-8 setting.
- have completed or be working towards Educational Assistant certification.
- demonstrate a philosophy that is keeping with Catholic Education.

A clear Criminal Record Check and Child Abuse Registry check must
be submitted before commencement of employment.

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