

# Position Advertisement

## POSITION

**Job Title:** **Junior Custodian**  
**Job Advertisement #:** 2026MCI001  
**Employment Type:** Full-Time, Term  
**Salary:** \$20.44 – \$23.92 / hour  
**Location:** Morden Collegiate Institute/École Morden Middle School Complex  
**Employment Dates:** As soon as possible – February 27, 2026 (with the possibility of extension)  
**Closing Date:** Application review will begin immediately and the position will remain open until a suitable candidate is found.

## DESCRIPTION

Western School Division invites applications for the position of Junior Custodian to work within our evening shift team at the MCI/EMMS complex.

The regular work schedule will be Monday – Friday (3:00 p.m. – 12:00 a.m.). During the school Summer, Christmas and Spring breaks, a morning schedule will apply and will be Monday – Friday between 7:00 a.m. – 5:00 p.m. (exact shift time to be determined). This position may be reassigned to a different location within the division, based on operational needs.

Custodial staff are responsible for performing cleaning functions of the school building and are tasked with sweeping and cleaning floors and performing other duties as assigned. The successful candidate must be: physically capable of performing laborious tasks; able to lift up to 50 pounds; and able to work with cleaning solutions and chemicals. Previous experience functioning as a custodian or providing cleaning services, including knowledge of commercial cleaning products and equipment, is an asset. The successful candidate must demonstrate good attention to detail, the ability to work as part of a team, and the ability to effectively communicate (read, write, and speak English) with supervisors, school personnel, students, and visiting public. Possession and maintenance of a valid Manitoba driver's license are required. Overtime may be required. Salary will be commensurate with experience.

A condition of employment with the Western School Division is a satisfactory Criminal Record Check with Vulnerable Sector Search, Child Abuse Registry Check and an agreement by the applicant to disclose criminal record and Abuse Registry record information to the Division. The successful candidate will be responsible for any service charges incurred. Persons must present this information before their first day of work.

The Western School Division is committed to providing an inclusive and barrier-free work environment to all applicants starting with the hiring process. Should you be contacted for the interview, please advise the Division if any restrictions require accommodation. All information received regarding the accommodation will be kept confidential.

## HOW TO APPLY

Interested candidates **must** submit an application form with their resume and cover letter. **Incomplete application packages can be rejected and not given further consideration.** Please visit our website at [www.westernsd.mb.ca](http://www.westernsd.mb.ca), complete the [Employment Application Form – Non-Teaching](#) and submit to:

Western School Division  
Attn.: Human Resources, Job Advertisement #2026MCI001  
Unit 4-75 Thornhill Street  
Morden, Manitoba R6M 1P2  
Fax: 204.822.4262  
Email: [hr@westernsd.mb.ca](mailto:hr@westernsd.mb.ca)

*Additional information about the Division and its schools is available online at [www.westernsd.mb.ca](http://www.westernsd.mb.ca), Schools tab.*

*We thank all for applying but only those selected for further consideration will be contacted.*