



School Year Housekeeping Contract

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| Hours: | 0.75 FTE (8am-2:30pm or 9am-3:30pm) |
| Wages: | To scale with benefits |
| Beginning Date: | September 1, 2025 – April 30, 2026, option for subsequent year(s) |
| Contact: | Shannon Warnock |
| Email: | Please submit your resume and CV to hr@prairie.edu |
| Phone: | 403.443.3030 |

POSITION MISSION: This position exists to support the mission of Prairie to “establish God’s kingdom by equipping and mentoring individuals through biblically integrated education for life and careers that will meet the greatest needs of the world” by providing a clean and attractive campus.

DUTIES AND RESPONSIBILITIES:

General responsibilities include but are not limited to those noted below.

- Daily cleaning Maxwell Center from previous evening use
- Daily cleaning Dining Hall foyer from previous evening use
- Daily cleaning Parable Place when class is not in session
- Daily cleaning Kirk Chapel when not in use
- Daily cleaning Oasis
- Daily cleaning Founders Hall
- Helping with set up and take down for events as staff are required
- Assist in cleaning other campus facilities as needed
- Other duties as required

QUALIFICATIONS:

- Mission: Knowledge of and enthusiastic commitment to Prairie’s mission, doctrinal position and standards as outlined in the Foundational documents and the Employee Handbook.
- Hard worker and self-starter with excellent time management skills and a desire to serve
- Attention to detail in cleaning
- Willing to work independently, or as part of a team
- Flexibility with daily tasks changing as emergent needs arise
- Maturity in working with students and staff
- Moderate lifting
- Drivers license is an asset but not required

ACCOUNTABILITY:

- Reports to the External Rentals Coordinator & Event Support Housekeeping Supervisor within the Operations Department

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.

Prairie’s goal is to complete as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.