



Housekeeping Staff

Hours:	0.8 FTE (6.4 flexible hours per day) including some required evening hours
Wages:	To scale with benefits
Beginning Date:	May 12, 2025
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 College “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 Prairie Aviation Training Center at Three Hills airport. This includes the kitchen, washrooms, foyer and office/classroom spaces.
- Daily check and clean Elisabeth Elliot Prayer Chapel
- Emptying outdoor garbage containers on campus
- Daily cleaning Maxwell Center, and mopping after office hours (5pm)
- Daily cleaning Student Loft and washrooms
- Daily cleaning Dining Hall foyer and washrooms
- 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
- Maturity in working with students and staff
- Moderate lifting
- Drivers license required for self transport to PATC
- Personal vehicle 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.