**BOARD OF EDUCATION**

 **Saskatoon School Division No. 13**

 **P O S I T I O N D E S C R I P T I O N**

**Position: P3 SCHOOL SUMMER ASSISTANT**

**Immediate Supervisor: FACILITIES PROJECT PLANNER**

**Core Function:**

Under the general supervision of the Facilities Project Planner, the P3 School Summer Assistant, performs a number of tasks in preparation for the opening of the P3 schools.

**Duties and Responsibilities:**

1. Receive furniture and equipment at P3 schools.
2. Oversee the unpacking of furniture and equipment by vendors/suppliers.
3. Confirm delivery against original purchase orders.
4. Complete inspection of furniture and equipment from vendor/supplier.
5. Documenting any defective or damaged products to be returned/exchanged by vendors/suppliers.
6. Assign furniture/equipment to appropriate room locations.
7. Ensure appropriate set-up of furniture/equipment as per approved room layouts.
8. Removal of all packing materials by the vendor/supplier.
9. Enter received goods into master spreadsheet.
10. Provide support where required in getting the new P3 schools opened. This could include support in the library or with purchasing activities.
11. Regularly lifts, moves and carries equipment, furniture and supplies up to 22 kg alone, or if heavier, with assistance of co-workers or aids.
12. Constant mental and physical exertion i.e. walking up to 15 km per day.
13. Performs other such duties as may be required to meet organizational objectives and deadlines

**Qualifications**:

1. Grade XII or equivalent;
2. Enrollment in a post-secondary education program;
3. Valid driver’s licence and access to a reliable vehicle;
4. Ability to work from June 29th to August 24th during scheduled shifts;
5. Physical ability to carry out all duties as outlined under duties and responsibilities;
6. Ability to work indepentently;
7. Good interpersonal and communication skills;
8. Strong time management, problem solving and organizational skills;
9. Intermediate to advanced knowledge of Microsoft Excel.

February 2017