



## **CROSS LAKE EDUCATION AUTHORITY**

### Cross Lake Head Office

P. O. BOX 370

Cross Lake, MB. R0B 0J0

Ph: (204) 676-2917

Fax: (204) 676-2087

Toll Free: 1-800-883-6256

[www.crosslakeeducation.ca](http://www.crosslakeeducation.ca)

### Winnipeg Exchange Office

620 – 240 Graham Ave

Winnipeg, MB. R3C 0J7

Ph: (204) 944-0802

Fax: (204) 944-8204

Toll Free: 1-800-856-5091

[hr@clea.mb.ca](mailto:hr@clea.mb.ca)

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### **CAREER OPPORTUNITY**

#### **Security Guards – ONR School**

Cross Lake, MB

Full Time Position

**Competition #2025-11**

Cross Lake Education Authority invites applications for two (2) Security Guards (one female and one male) full-time positions. This position is based in Cross Lake, MB.

#### **POSITION SUMMARY**

Reporting to the Maintenance Supervisor, Otter Nelson River School. The security Guard is responsible for surveillance duties for facilities owned or leased by CLEA. The Security Guard will conduct patrols, to assigned property, and will ensure the safety of students and staff personnel including properties.

#### **KEY RESPONSIBILITIES**

- To provide security to assigned facility (school) to prevent intrusion, vandalism or conduct of individuals
- To patrol the inside and outside of assigned facility on a schedule as determined by Supervisor
- To monitor security alarm system in facility
- To report all alarm system incidents to appropriate authority and your designated supervisor
- To monitor school facility during and after school events (graduations, community events & meetings, ceremonies, banquets etc.) community
- To write daily shift reports and email them to the Supervisor and cc'ing the School Administration.
- Shift Work – may include late hours
- Plenty of walking – patrolling facility inside and outside

#### **QUALIFICATIONS: EDUCATION AND EXPERIENCE**

- Grade 12 with work experience related to the position
- Valid MB Security Guard License is an asset.

- Flexibility to work shifts, including evenings, weekends, and holidays.
- Basic computer and math skills.
- Possess First AID/CPR Certification or willingness to obtain.
- Ability to remain calm and professional in high-pressure situations.
- Must provide a satisfactory Criminal Records Check and Child Abuse Registry Check.
- Must have a Manitoba Class 5 Driver's License with your own means of transportation.

Interested applicants are invited to submit their resumé and cover letter (please identify the position title), along with 3 professional reference listings (including recent employer reference)

to:

**Human Resources**  
**Cross Lake Education Authority**  
**P.O. Box 370, Cross Lake, MB R0B 0J0**  
**Email: [hr@clea.mb.ca](mailto:hr@clea.mb.ca)**

Deadline to apply: **Open until filled**

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Cross Lake Band members. Incomplete and late applications will not be considered.

**Please visit our website at <https://crosslakeeducation.ca>**