



JOB POSTING:
ASSISTANT CUSTODIAN
Salary \$21.87 hourly

Saturdays and Sundays, 16 hours weekly
(8 hours per day, start times to be determined as needed, mandatory ½ hour unpaid lunch)

Location: Various Schools
Posting Date: July 20, 2018
Posting Closing Date: August 13, 2018 @ noon
Position Start Date: September 4, 2018

Description of Position

The Assistant Custodian performs various duties related to the efficient operation and maintenance of building(s) and grounds ensuring clean, safe and healthy conditions. He/she provides direction to cleaning staff based on instructions received from the Building Services Technician (BST)/Custodian. Finally, in the absence of the BST/Custodian, the Assistant Custodian serves as the lead person for any issues in the facility.

Required Qualifications/Skills/Abilities

- Secondary school diploma
- Current valid First Aid (basic standard) and CPR certifications, or willingness to complete
- Minimum 2 years of institutional cleaning experience
- Basic knowledge of computer applications (e.g.: E-mail, Internet, Windows Operating System environment)
- Working knowledge in the operations of all custodial processes & procedures and custodial cleaning/grounds equipment.
- Working knowledge of minor repairs, upkeep and maintenance of equipment
- Basic knowledge of all building systems including mechanical, electrical, and plumbing
- Working knowledge of the Occupational Health & Safety Act & Regulations
- Ability to communicate effectively orally and in writing (English)
- Ability to perform minor repairs, upkeep and maintain equipment
- Ability to operate various equipment, e.g. tractor, ride on floor equipment, snow blower, etc.
- Self-starter and ability to work with minimal supervision
- Ability to work in a team environment with a demonstrated customer service focus
- Ability to communicate and relate with people tactfully, diplomatically, and professionally at all times
- Ability to attend work on a regular basis at various locations

Additional Information

Please note there are two non-work periods each year; Christmas break and summer break.



SUDBURY
CATHOLIC
DISTRICT
SCHOOL BOARD

Interested applicants are asked to submit as one electronic document: a cover letter, a resume and the contact information for three professional references no later than August 13, 2018 at noon to: employment@sudburycatholicschools.ca. Please quote C 2018/19-1 in the subject line.

A satisfactory criminal record check including the vulnerable sector check is a condition of employment.

All applicants are thanked for their interest, however, only those selected for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected for employee recruitment and selection purposes.

If you require a disability-related accommodation to participate in the recruitment process, or if you have questions about this collection of information, please contact the Human Resources Department at (705) 673-5620.

Thank you for your interest in Sudbury Catholic Schools.

Joanne Bénard
Director of Education

Michael Bellmore
Chair of the Board