

JOB POSTING:

Custodian – St. Joseph School, Killarney

**Part-time
(20 hours weekly)**

The Sudbury Catholic District School Board is located in Northeastern Ontario and serves approximately 6,800 students in 17 schools located in Greater Sudbury, as well as in Killarney. Our School Board is host to and celebrates diverse cultures and is comprised of dedicated staff committed to high quality education that inspires and promotes lifelong learning. The Board is currently seeking a Custodian to join our dynamic team.

The Custodian coordinates and liaises with school administration to ensure the efficient operation and maintenance of building(s) and grounds. They ensure a clean, safe and healthy school environment for students and staff by effectively directing custodial staff, as well as performing various custodial and maintenance duties.

EDUCATION/CERTIFICATION

- Secondary school diploma
- Current valid First Aid (basic standard) and CPR certifications

REQUIRED KNOWLEDGE:

- Working knowledge of computer applications (e.g.: E-mail, Internet, E-Base , Windows Operating System environment)
- Sound knowledge of the operations of all custodial processes & procedures and custodial cleaning/grounds equipment
 - Sound knowledge to perform minor repairs, upkeep, and maintain equipment
 - Sound knowledge of all building systems including:
 - HVAC
 - electrical
 - plumbing
 - Building Automation Services (B.A.S.)
 - energy management systems
- Basic knowledge of all relevant SCDSB Administrative Procedures and Guidelines (APGs)
- In-depth knowledge of Facility procedures, guidelines and programs
- Working knowledge of the Occupational Health & Safety Act & Regulations

REQUIRED EXPERIENCE

- Minimum two (2) years of cleaning experience or two(2) years of leadership experience

SKILLS/ABILITIES:

- Self-starter and ability to work with minimal supervision
- Ability to communicate effectively orally and in writing (English)
- Ability to attend work on a regular basis
- Strong organizational and time management skills
- Strong troubleshooting and problem-solving skills
- Ability to perform minor repairs, upkeep and maintain equipment

- Proven leadership ability and 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 operate various equipment, e.g. tractor, ride on floor equipment, snow blower, etc.

PHYSICAL REQUIREMENTS:

- Occasional lifting/carrying of furniture, snow etc. up to 25 lbs (up to 75 lbs on rare occasions)
- Frequent pushing, pulling, standing, walking and bending
- Shoveling snow as required

The salary for this position is \$31.55 per hour and includes comprehensive benefit package.

Our board is committed to providing safe environments for our students and staff. Should you receive an offer of employment you will be required to submit an acceptable Police Record Vulnerable Sector Check, and the Ministry of Labour Certificate for Supervisor Health and Safety Awareness in 5 Steps training completion certificate (available on-line) prior to the commencement of any employment duties.

For more information on this opportunity and working for Sudbury Catholic Schools, please view the fully detailed job description by clicking [here](#) and visit www.sudburycatholicschools.ca. Qualified applicants are encouraged to apply by email to employment@sudburycatholicschools.ca. Please attach a cover letter and resume, along with the names of three professional references no later than 9:00 am on December 9, 2024. All applicants are thanked for their interest, only those selected for an interview will be contacted.

As part of its commitment to equity, diversity and inclusivity, the Sudbury Catholic District School Board is committed to building a diverse and qualified workforce which reflects and serves the needs of its students and its communities, and supports the mission, vision and values of the Board.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected under the authority of the Education Act and will be used for employee recruitment and selection purposes. For questions about this collection of information please contact Human Resources Services at (705) 673-5620.

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 Human Resources Services at (705) 673-5620.

Thank you for your interest in Sudbury Catholic Schools.

Mission: To realize each student's potential within our inclusive Catholic learning community by nurturing and developing their mind, body and spirit.

Vision: Leaders in Learning and Faith

Joanne Bénard
Director of Education

Michael Bellmore
Chair of the Board