

Sacred Heart School Custodian Job Posting / Call for Tender

Sacred Heart School is hiring a Full Time Custodian, and / or a Custodial Contracting Company, working Monday – Friday, from 2:00pm to 9:00pm daily.

General Description:

Reporting to the School Principal, the School Custodian is responsible for performing routine cleaning in accordance with applicable acts, regulations, policies and procedures. A detail description of all duties is available upon request.

Qualifications and Attributes:

- Grade 12 or equivalent education
- Building Service Worker Certificate is considered an asset
- WHIMIS Certificate
- Basic computer skills
- Verbal, written, and listening communication skills
- Understanding of English language in order that reading comprehension allows understanding of written instructions and safety information
- Physically capable of completing assigned duties that include walking, standing, reaching, lifting and moving of furniture / equipment.
- Minimum of two years' experience cleaning in a commercial / school setting
- Must be able to pass a Vulnerable Sector Criminal Records Search
- Strong decision making and problem-solving skills
- Must be well organized
- Ability to work independently and set priorities

Applicants are to submit their cover letter and resume electronically, via email to School Principal Steffanie Becker at sbecker@cispg.ca. Please include a minimum of three professional references as part of your application. All applicants must comply with the Criminal Records Review Act and must sign a Catholicity Clause as a condition of their employment. We thank all applicants for their interest, however, only applicants selected for an interview will be contacted.

Anticipated Start Date: Immediately

Closing Date: Until Filled