



# WE ARE HIRING

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## CUSTODIAN

<b>Job Posting #:</b>	247/18-19	<b>Location:</b>	St. Teresa of Calcutta Catholic School, Bradford
<b>Open to:</b>	Internal Candidates Only	<b>Position Type:</b>	Permanent
<b>Posting Date:</b>	May 7, 2019 Reposted May 15, 2019 Reposted May 28, 2019 Reposted June 10, 2019	<b>Position Hours:</b>	3:15 p.m. – 4:15 p.m., (flexibility in scheduling time between 3:15 p.m. & 11:45 p.m.), for a total of 5.0 hours per week
<b>Effective Date:</b>	Immediately	<b>Rate of Pay:</b>	As per Collective Agreement
<b>Note:</b>	The 2017-2019 Extension Agreement between the Council of Trustees' Associations and The Canadian Union of Public Employees provided for additional staffing for school boards. The Simcoe Muskoka Catholic District School Board has been allocated additional funding to provide for additional custodial staff in schools. These additional permanent hours are not dependent on the staffing formula in the Collective Agreement, but have been specifically funded for the 2017-2018, and 2018-2019 school years. Should these hours not be funded after this time period, custodians would be notified in accordance with the Layoff and Recall provisions outlined in Article 10 of the Collective Agreement.		

**Job Summary:** The Custodian is responsible for maintaining the cleanliness of school buildings and equipment; ensuring compliance with Board, local and provincial government operational and health and safety standards.

- Skills and Qualifications:**
- Secondary School Diploma or equivalent
  - Must be compliant with H & S guidelines
  - Knowledge of Occupational Health and Safety Act and Regulations for Industrial Establishments
  - Must have updated WHMIS training
  - Good interpersonal skills in dealing with adolescents and the general public.
  - Ability to work independently and as part of a team.
  - Ability to prioritize the completion of custodial activities within assigned area in the school.
  - Must be in good standing as based on a history of both satisfactory job performance and attendance

**Closing Date:** June 17, 2019 – 4:00pm

**To apply:** Interested applicants are required to complete an Internal Custodian Response Form and submit it by 4:00 p.m. on the closing date to:

**Human Resources**  
e-mail: [hr@smcdsb.on.ca](mailto:hr@smcdsb.on.ca)

Please indicate "247/18-19 – Custodian – MTB" in your subject line.

Accessibility accommodations are available for all parts of the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at (705) 722-3555 ext. 233 or via email to [hr@smcdsb.on.ca](mailto:hr@smcdsb.on.ca)

Only those candidates selected for an interview will be contacted.

As a condition of employment, new employees to SMCDSB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.

Brian Beal  
Director of Education

Carol Corriveau-Truchon  
Board Chair