



**Our Vision:** *We imagine a world where all are empowered to reach their full potential through faith and service.*

**Our Mission:** *The ALCDSB builds faith-filled learning communities where each member is loved, inspired and successful.*

**Our Priorities:** *Faith; Equity and Well-Being; Achievement and Innovation; Resource Management*

**Job Posting Number:**

**CUPE#72-22-23-CT.LTO**

**Job Title:**

**CARETAKER I – Long Term Occasional**

***Posted in accordance with article 12.01 (a) of the CUPE Collective Agreement as the anticipated duration of this opportunity is expected to exceed 6 months.***

***Preference will be granted in accordance with the Collective Agreement for CUPE local 1479 to permanent internal candidates.***

***Temporary employees will have their applications considered prior to external candidates.***

<b>Location</b>	<b>Site</b>	<b>FTE</b>	<b>Assignment</b>
Kingston, ON	St. Martha Catholic School	0.4375 FTE Long Term Occasional Position	Effective immediately and continuing until further notice  3.5 hours/day Evenings

**Duties include the day-to-day services involved with maintaining an acceptable level of cleanliness within the building. Ensures that the area of responsibility is clean, safe and healthy so that it meets the needs of staff and students.**

**Qualifications:**

- High School Diploma or equivalent work related experience.
- 3 to 6 months caretaking experience;
- Experience using various equipment (lawn tractor, hand tools, floor machines, auto scrubbers);
- Knowledge of Occupational Health and Safety Act, WHMIS, Fire Safety Standards and procedures, as well as security procedures;

- Working knowledge of HVAC equipment.
- Excellent organizational skills;
- Physical ability to perform the duties of the position;
- Excellent interpersonal skills;
- Proven ability to read and write English;
- Ability to lift maximum 25 kg. (55 lb.).

**The board is seeking candidates who demonstrate the following Core Competencies:**

**Communication**

**Innovation**

**Interpersonal Relations**

**Leadership**

**Planning and Organization**

**Professional Integrity**

**System Thinking**

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire.

**Salary/ Range:**

\$19.20 – \$22.62 per hour

**Application and Requirements:**

Applicants must submit a cover letter **indicating which positions are being applied to**, and resume quoting the job posting number in the subject line to [work@alcdsb.on.ca](mailto:work@alcdsb.on.ca)

**Closing date:** December 6, 2022 by 4:00 p.m.

**While we thank all those who have applied, only those candidates selected for an interview will be contacted.**

*We are committed to inclusive and accessible employment practices. In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.*