Algonquin Lakeshore
Catholic District School Board

**Job Posting Number: #100-18-19-CT**

**Job Title: 0.25 FTE CARETAKER I**

**Only Those Candidates Selected For An Interview Will Be Contacted**

| School | Location | FTE | Assignment |
|---|---|---|---|
| **St. Gregory Catholic School** | **Picton** | **0.5 FTE, 4 hours per day (afternoons)** | **Effective Date: Immediately** |

**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.).

**Salary/ Range:**

$18.54 - $21.85 per hour

**Application and Requirements:**

- Applicants must submit a cover letter with an updated resume including details of qualifications and experience to work@alcdsb.on.ca,

**Closing date:**

**March 4, 2019, by 4:00 p.m.**

Notes: This posting is only open to **firstly** to ***permanent members*** *of CUPE Local #1479,* then to **temporary casual employees** of Local 1479 and external applicants.

151 Dairy Ave, Napanee, ON K7K 4B2
**Tel**: 613.354.2255 **Auto Attendant:** 613.354.6257
**Toll Free:** 1.800.581.1116 **Fax:** 613.354.0351

*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 – Please notify the above if you require an accommodation to fully participate in the hiring process.*

*In compliance with the Accessibility for Ontarians with Disabilities (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.*

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