



Employment Opportunity

Date: January 14, 2022	Bulletin No. 21-22 084
Position: Caretaker Class 1	Assignment: 8 hr/day (permanent) Monday to Friday Hours: 7:00 a.m. – 4:00 p.m. (1 hour unpaid lunch break)
School: Arborgate School	Closing date: Wednesday, January 26, 2022
Start Date: Immediate	Salary & Benefits: As per collective agreement

Duties and Responsibilities:

- Security of the school building;
- Heating plant or building;
- Maintenance for cleaning of all mechanical and electrical equipment;
- Checking of room thermostats;
- Cleaning of all entrances and sidewalks (ice and snow in winter);
- Cleaning of all blacktop play areas and parking lot;
- Cleaning and sweeping of classrooms, stairs, furniture, fixtures, floors and equipment including lavatories and ensuring that they are kept in a sanitary condition;
- Safety of building and grounds;
- Watering and caring of lawns, shrubs, flowerbeds, etc.;
- Replacing burnt out light bulbs in the entire building (interior, exterior and exit lights);
- Putting up and removing flag;
- Checking and cleaning of air filters;
- Catering to public using and renting school building;
- Make minor repairs to furniture, building and equipment;
- Notify police and maintenance supervisor of any vandalism or break-ins;
- Do minor painting when designated;
- Check crawl space, roof, and roof mounted equipment periodically (weekly recommended) and report to the Maintenance Supervisor of any defects;
- Check fire extinguishers weekly;
- Cleaning of glass in entrances both interior and exterior;
- Receiving and storing school supplies;
- Setting and removing of chairs and tables where necessary;
- Perform other related duties from time to time as requested by the Maintenance Supervisor or the Principal;
- The incumbent must have a minimum of four (4) years of practical experience in a related environment. Journeyman's papers or a 5th Class Power Engineer's Certificate would be an asset;

Interested candidates are invited to submit a cover letter and resume, along with three (3) references on or before 4:00 pm on the closing date listed above to:

Nichole Borkowsky, Principal
 Arborgate School
 Email: nichole.borkowsky@srsd.ca

Note: We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Seine River School Division welcomes diversity in the workplace and encourages applications from all qualified candidates, including women, aboriginal peoples, people with disabilities and racial minorities.