

## **CARETAKER 1**

**CURRENT LOCATION:** Osborne Public School and/or other locations to be determined  
*(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)*

**POSITION:** Temporary Part-Time

**STARTING DATE:** September 17, 2026, or as mutually agreed upon

**ENDING DATE:** June 30, 2027

**POSTING DATE:** August 6, 2026

**CLOSING DATE:** August 11, 2026, by 4:00 pm, or until a suitable candidate can be found

**HOURS OF WORK:** 5.0 hours per day/25.0 hours per week (weekdays – day shift)

**SALARY:** Year 1 - \$26.95 per hour  
Year 2 - \$27.40 per hour  
Year 3 - \$28.13 per hour

### **REQUIREMENTS FOR THE POSITION:**

- Grade 12 or equivalent.
- A minimum of one year of related experience in commercial or institutional custodial services, building operations or facility maintenance.
- An equivalent combination of education, training and experience may be considered.
- Related post-secondary education or training in custodial services, building operations, facility maintenance, occupational health and safety, HVAC systems, power engineering or a recognized building trade would be considered an asset.
- Experience working independently in a school or similar public facility would be considered an asset.
- A valid driver's licence.
- W.H.M.I.S. and First Aid/CPR certification.
- Must successfully complete all required Division training following appointment.
- Excellent communication and organizational skills.
- Demonstrated knowledge and skill in standard cleaning practices and procedures including the use of custodial equipment and products and the safe handling and storage of chemical-based cleaning agents.
- Demonstrated knowledge and skill in building maintenance and basic repair practices and procedures including the use of related equipment and tools.
- Knowledge of and ability to perform the basic mathematics required to mix cleaning and maintenance products in accordance with manufacturers' instructions.
- Knowledge of and ability to operate within Division policies and procedures.
- Knowledge of and ability to operate basic HVAC systems and apply current energy-management practices.
- Ability to provide guidance and training to new and substitute caretaking staff.
- Ability to maintain accurate records and documentation and provide recommendations to the Manager or designate.
- Ability to understand and carry out oral and written instructions.
- Working knowledge of current technology and software associated with the duties and responsibilities of the position.
- Ability to work independently with minimal on-site supervision while demonstrating sound judgement and decision-making skills to ensure work meets expected standards.
- Ability to establish and maintain effective working relationships with staff, students and the public while demonstrating tact and diplomacy.
- Ability to conduct oneself in a manner appropriate to an educational institution serving children including maintaining the confidentiality of school operations and student information.
- Ability to perform standard caretaking and maintenance duties including standing, walking, carrying, bending, stooping, climbing and lifting. The position requires exerting up to 50 pounds of force occasionally, up to 20 pounds frequently and up to 10 pounds continuously to move objects.
- It is a condition of employment that the successful candidate provide a satisfactory Criminal Record Check and Vulnerable Sector Check.
- Ability to perform all other duties outlined in the applicable job description.

### **QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:**

Human Resources, Saskatchewan Rivers Public School Division  
545 – 11<sup>th</sup> Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460 hr@srsd119.ca

**Please follow the application procedure as outlined on our website at [https://www.srsd119.ca/?page\\_id=4999](https://www.srsd119.ca/?page_id=4999)**

**Only short-listed applicants will be contacted.**

***Saskatchewan Rivers Public School Division is an equal opportunity employer. We are committed to creating an inclusive workplace and having a workforce representative of the diverse communities we serve. We welcome diversity and encourage applications from all qualified individuals.***