

SUBSTITUTE CARETAKER

CURRENT LOCATIONS: Various – Urban and Rural
(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)

POSTING DATE: updated October 1, 2025

CLOSING DATE: Applications will be accepted on an on-going basis

HOURS OF WORK: Varied hours and frequency (on an “as needed” basis)

SALARY: \$24.49 per hour

REQUIREMENTS FOR THE POSITION:

- Grade 12.
- Caretaker Technician I Certificate (in-house training) or equivalent caretaking experience.
- A valid Fireman’s Certificate would be an asset; however, not a requirement.
- A valid driver’s licence.
- W.H.M.I.S., First Aid/CPR.
- Excellent leadership, communication and organizational skills.
- Demonstrated knowledge and skill in the use of standard cleaning practices and procedures, equipment and products including safe handling and storage techniques for various chemical-based cleaning agents.
- Demonstrated knowledge and skill in the use of building maintenance and basic repair practices and procedures, equipment and tools.
- General knowledge of and ability to perform basic mathematics required to mix various cleaning and maintenance products as per the manufacturers’ instructions.
- General knowledge of and ability to operate within Board policies and procedures.
- General knowledge of and ability to operate basic HVAC systems and apply current energy management practices.
- Ability to maintain accurate records and documentation.
- Ability to understand and carry out oral and written instructions.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children, including demonstrating strict attention to confidentiality of school operations and student information.
- Ability to perform standard caretaking and maintenance duties, including standing, walking, carrying, bending, stooping, climbing and lifting (exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects).
- It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.
- Ability to fulfill any and all other duties as outlined in the job description.

QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:

Human Resources
Saskatchewan Rivers Public School Division
545 – 11th 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

This position may be suitable for individuals seeking casual employment, re-entering the work force, or interested in earning extra income.

Only shortlisted 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.