

## **SUBSTITUTE CARETAKERS**

<b>CURRENT LOCATIONS:</b>	Various – Urban and Rural <i>(with the understanding that you are employed by the Saskatchewan Rivers Public School Division)</i>
<b>POSTING DATE:</b>	September 13, 2023
<b>CLOSING DATE:</b>	Applications will be accepted on an on-going basis
<b>HOURS OF WORK:</b>	Varied hours and frequency (on an “as needed” basis)
<b>SALARY:</b>	\$23.25 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 – 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)**

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.***