Invites INTERNAL applications for the following Permanent position:

Head Custodian

At: Pope John Paul II School

Start Date: September 4, 2018

Overall Responsibilities:

- Responsible to act professionally and to support the school’s safe, inclusive and accepting learning environment by being a positive role model at all times.
- Responsible for the overall cleanliness of the facilities and the scheduling of resources that are required to maintain the facilities in a clean and safe manner.
- Responsible for maintaining the school facilities and equipment in a safe and operating condition.
- Responsible for proper operation of the schools building automated systems.
- Coordinate, assign, monitor, organize and schedule tasks for custodians at the school.
- Responsible to inform custodians of job hazards and participates in the training to do their job safely.
- Responsible to communicate with Principal and/or Supervisor on a regular basis to ensure a safe, secure and clean environment is maintained.
- Responsible for inventory and control of cleaning supplies within their respective school. Completes orders on a quarterly basis for administrative approval.

Qualifications:

- Computer Literacy is required.
- Knowledge of cleaning procedures as they relate to public buildings is required.
- Valid Standard First Aid Certificate and CPR Certification.
- Maintain WHMIS Certification.
- Ability to follow oral and written directions.
- General knowledge of electrical, mechanical, plumbing or carpentry is an asset.
- Incumbent works in all areas of school facility, as well as outdoors. Work normally requires moderate to heavy physical effort.
Interested candidates are invited to submit a cover letter and resume outlining qualifications and experience, and also the names of three professional references quoting competition number **2018-40** no later than **July 11, 2018 at 4:00 pm** to:

Ms. Tina Sinclair  
Manager of Human Resource Services  
Kenora Catholic District School Board  
1292 Heenan Place  
Kenora, Ontario  P9N 2Y8  
Phone: 807 468-9851  
Fax: 807 468-8094  
Email: tsinclair@kcdsb.on.ca

Although we thank all applicants, only those selected for an interview will be contacted.

Mrs. P. Eikre  
Director of Education  
Mr. F. Bastone  
Chair