



## **Career Opportunity**

Casual Custodian On-Call

External Posting

### **The Hamilton-Wentworth Catholic District School Board**

***Believing, Achieving, Serving***

Since 1855, schools within the Hamilton-Wentworth Catholic District School Board have given witness to the truth that Jesus Christ is the foundation and the heart of Catholic Education and the centre of its community. The Hamilton-Wentworth Catholic District School Board provides academic and co-curricular excellence within a Christ centred learning environment to 28,000 JK – Grade 12 students at 56 schools throughout the city of Hamilton. Central to our vibrant and student focused system, is our vision of the child as uniquely created in the image of God. This commitment is expressed and realized in our Mission which is:

*“In union with our Bishop, is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.”*

The Hamilton-Wentworth Catholic District School Board is committed to creating an appropriate and challenging learning environment:

- in which members of the school community exemplify the teachings of Jesus Christ;
- which reflects Gospel values and responsible use of human, financial and natural resources; and, which promotes academic and co-curricular excellence.

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**Date of Appointment: To Be Determined**

#### **Description:**

The Hamilton Wentworth Catholic District School Board is looking for qualified candidates interested in working as On-Call Casual Custodians. Under the general supervisor of the Manager, Custodial Services, the Custodian will perform a variety of custodial duties to ensure the safety, cleanliness and security of school facilities and grounds.

#### **Essential Job Functions:**

- Open and Secure school as required;

- Follow specified schedules for cleaning responsibilities;
- Maintain all cleaning equipment;
- Maintain grounds, as required, (shovel and salt all entrances and walkways; pick up debris and garbage);
- Provide custodial support to Community Use groups;
- Cooperate with school's recycling program;
- Ensure compliance with WHMIS regulations;
- Operate machinery; buffers, wet/dry vacuums, shampooers, auto scrubbers, snow blowers, etc.;
- Ensure all equipment is in safe working order and well maintained;
- Participate in lockdown procedures with Principal and staff, as required;
- Perform Fire Alarm drills/evacuation, as determined by and in conjunction with the Principal, as required;
- Related duties required to meet the ongoing needs of the site

**Note:** Each building may have architectural anomalies which may require additional duties not mentioned on this list. This will be used as a base line when finalizing day custodial schedules.

**Qualifications:**

- Previous Custodial experience required;
- Must be capable of organizing and directing full work program and have a demonstrated aptitude and/or competence for the assigned responsibilities;
- Must be physically capable of assuming the duties of the position from the date of appointment;
- Must be capable of using machinery
- Communicate effectively with diplomacy and tact;
- Able to work co-operatively with people and have a people oriented attitude
- Ability to give and take direction with a minimum supervision;

**Other Skills/Abilities:**

- Previous experience in a custodial role
- Knowledge of computer systems;
- Completion of "clean sweep" training is an asset;

**Job Specific Expectations:**

- Must be in full uniform;
- Steel toe boots must be worn at all times, during work hours

**Hours:** 3:00 p.m. to 11:00 pm, as scheduled

**Salary:** Daily Casual Custodian On-Call Rate of \$22.55 plus a 0.45 cent shift premium

NOTE: This job description is not intended to be all-inclusive. Employee may be required to perform other related duties required to meet the ongoing needs of the organization

The Hamilton-Wentworth Catholic District School Board is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If you are contacted regarding an employment opportunity, please advise Human Resources (or the hiring manager) if you require an accommodation.

Applicants shall submit a resume/CV that outlines skills, abilities, qualifications, course documentation, letter of application, and letters of recommendation from immediate supervisor and/or past supervisor. Please include the full posting title within the subject line and attach your submission.

Submit posting applications to: [careers@hwcdsb.ca](mailto:careers@hwcdsb.ca).