

## **CAREER OPPORTUNITY: PERMANENT HEAD CARETAKER**

The [Upper Grand District School Board](#) (UGDSB) employs approximately 4,000 dedicated staff who serve more than 35,000 students attending a variety of programs across 65 elementary and 11 secondary schools as well as continuing education and adult learning centres in the counties of Dufferin, Wellington and the City of Guelph. The UGDSB covers the ancestral and treaty lands of the Mississaugas of the Credit, the Six Nations of the Grand River, and Saugeen Ojibway Nation.

The UGDSB is committed to disrupting systemic racism and oppression in all of its forms. We are committed to building a diverse staff that is reflective of and adds value to the community and students we serve. We actively encourage applications from members of groups who have historically and/or currently experience marginalization and/or barriers to equity, including, but not limited to:

- First Nations, Inuit, and Métis peoples, and all other Indigenous people
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Members of groups that commonly experience discrimination based on race, ancestry, ethnicity, colour, religion and/or spiritual beliefs, or place of origin
- Persons with visible and/or invisible disabilities

At UGDSB, we recognize that many of the identities listed above do not exist in a single form and are often intersecting with multiple identities, which can be complex and create unique experiences for applicants. We value the contributions that each person brings, and are committed to creating and maintaining an environment where everyone can participate fully, thrive, and reach their full potential.

**LOCATION:** Kortright Hills Public School

**HOURLY RATE:** The prevailing hourly Head Caretaker rate will be paid for this position

**HOURS:** 40 hours/week (8 hours/day)  
Monday through Friday, 6:30 am – 3:30 pm (One-Hour unpaid lunch)

**SUPERVISOR:** Brian Vaughan

**START DATE:** Estimated start date is as soon as possible

**APPLICATION DEADLINE:** Thursday, November 30<sup>th</sup>, 2023 at 4:00 p.m. EST

### **RESPONSIBILITIES:**

The incumbent will be responsible for the complete custodial duty at the assigned school through effective deployment of staff in conjunction with the school principal and under the direction of the Custodial Supervisor.

This is a working supervisory position and, as such, it is required that the Head Caretaker participate significantly in completing caretaking duties in addition to the supervisory responsibilities.

### **QUALIFICATIONS:**

Successful completion of the Head Caretaker or Custodial Leadership program is required for consideration of this position.

You are expected to be able to demonstrate supervisory skills combined with several years of successful experience. This individual must have acquired strong interpersonal skills to both direct and encourage staff, to relate to students, to communicate with school and administrative staff and to act as a liaison with community organizations.

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This position requires a person who is thoroughly familiar with all standard caretaking methods and who has a desire to upgrade to new methods for improvement as they develop. It is expected that the incumbent will be one who strives for excellence both in their own work and in the work of their staff.

The person applying for this job should have a strong mechanical aptitude, a basic understanding of heating and ventilation equipment and be prepared to take training related to the school operations when offered. Applicants must have successfully completed Grade 12 (O.S.S.D.). Computer skills, computer software knowledge (i.e. Word, Excel) and knowledge of the work order system are definite assets.

**Applicants must be willing and able to perform all related duties required at the time of this posting.**

### **HOW TO SUCCESSFULLY APPLY:**

Interested staff have the option to either (A) contact the Custodial Supervisor to receive maps showing the section (including assignment details, water flushing & snow requirements) associated with the location of this posting or (B) contact the Temporary Head Caretaker Sarah Harcourt, to arrange to meet with them to review the section (including assignment details, water flushing & snow requirements) during your unpaid lunch or outside of your working hours. (A) or (B) must be completed prior to the closing of the posting.

Qualified candidates are encouraged to apply through the following methods:

- 1) Applicants are encouraged to email their intent to apply to [cupe.jobs@ugdsb.on.ca](mailto:cupe.jobs@ugdsb.on.ca), specifying '**Job Code 23CUPE73**' in the subject line. The subject line must state the Job Code number and be received before the deadline date and time as stated on the job posting.
- 2) Applicants may submit their hard copy intent to apply in person to the front Reception Desk at the Guelph Board Office (500 Victoria Road N, Guelph, ON, N1E 6K2). Applications must clearly state '**Job Code 23CUPE73**' and be received before the deadline date and time as stated on the job posting.

Please Note: Applications can be sent through the UGDSB interoffice mail or Canada Post but will only be considered provided they are received by the 'Administrative Officer – Recruitment (Support Staff)' before the deadline date and time.

Accommodations are available during all phases of the recruitment process. Applicants need to make their needs known in advance to the Manager of Wellness and Employee Health.

**... Equal Opportunity Employer ...**