



Position Advertisement

POSITION

Job Title: **Head Custodian**
Job Advertisement #: 2024EDT017
Type of Position: Support
Job Type: Full-Time; Permanent
Contract: 12 Month
Location: École Discovery Trails
Start Date: May 1, 2024
Closing Date: Application review will begin April 8, 2024 and continue until a suitable candidate is found.

DESCRIPTION

Work Schedule: Monday – Friday (6:30 a.m. – 3:30 p.m.)

Salary: Class 8 - \$ 24.78–29.59/hour, depending on experience and qualifications

Western School Division invites applications to fill the role of Head Custodian at the newly constructed École Discovery Trails. The Head Custodian is responsible for ensuring the educational institution's operations and physical environment are taken care of in a safe and efficient manner, including cleaning and maintenance of the interior and exterior of building(s) and their surrounding grounds.

The incumbent is responsible for the supervision of custodial staff within the school and must be able to carry out his/her duties independently, demonstrating initiative, efficiency, problem-solving skills, and leadership skills. The successful candidate must be: physically capable of performing laborious tasks, able to lift up to 30 pounds and able to work with cleaning solutions and chemicals. The successful candidate must demonstrate good attention to detail and the ability to lead and work as part of a team, collaborating and coordinating work with other schools when required. S/he must be able to communicate verbally and in writing with all personnel and visitors effectively. Previous experience functioning as a supervisor in a similar setting, as Head Custodian, or providing cleaning services, including knowledge of commercial cleaning products and equipment, is a definite asset. Experience working with the public is also an asset. Other duties may be assigned. Overtime may be required.

A condition of employment with the Western School Division is a satisfactory Criminal Record Check, Vulnerable Sector Search, Child Abuse Registry Check and an agreement by the applicant to disclose criminal record and/or Abuse Registry record information to the Division. The successful candidate will be responsible for any service charges incurred. Persons must present this information prior to their first day of work.

The successful candidate will also be required to travel throughout the region. Therefore, the incumbent must possess and maintain a valid full Manitoba Class 5F driver's license and an all-purpose insured vehicle with appropriate liability insurance; an equivalent method of transportation to meet the travel requirements will be considered.

The Western School Division is committed to providing an inclusive and barrier-free work environment to all applicants starting with the hiring process. Should you be contacted for the interview, please advise the Division if any restrictions require accommodation. All information received regarding the accommodation will be kept confidential.

HOW TO APPLY

Please visit our website at www.westernsd.mb.ca, complete the [Employment Application Form – Non-Teaching](#), and submit to:

Western School Division
Attn.: Human Resources, Job Advertisement #2024EDT017
Unit 4-75 Thornhill Street
Morden, Manitoba R6M 1P2
Fax: 204.822.4262
Email: hr@westernsd.mb.ca

*Additional information about the
Division and its schools is available
online at www.westernsd.mb.ca,
Schools tab.*

*We thank all for applying but only
those selected for further
consideration will be contacted.*