



Kenora Catholic District School Board

We are a Roman Catholic school system dedicated to excellence in education, the Christian formation of youth, and meaningful partnerships with family, community and the Church.

THE KENORA CATHOLIC DISTRICT SCHOOL BOARD

The Kenora Catholic District School Board (KCDSB) educates more than 1500 students from diverse cultures and backgrounds in 4 elementary schools and 1 secondary school located in beautiful Kenora and Red Lake, Ontario. At KCDSB we welcome students to experience a quality, inclusive and values-based education in a caring Catholic school community. Our mission goes beyond academics, the arts and athletics. Our goal is to provide excellence in Catholic education and grow graduates who become fully engaged citizens able to contribute to their families, communities and society.

Our staff is among our greatest resources. The people we hire have a direct impact on the success of our students. With approximately 180 academic and 80 permanent support staff, the KCDSB is one of the largest employers in the region.

KCDSB invites applications for the following positions at our Elementary and Secondary schools in the Kenora and Red Lake, ON region for the **2023-2024 school year**:

Casual Custodian

Casual custodians maintain assigned premises in a clean and orderly condition and perform minor repairs as required. Duties include sweeping, mopping, vacuuming and scrubbing floors, waxing and polishing floors and furniture, cleaning washrooms and replacing washroom supplies, cleaning whiteboards, windows, lights, diffusers and walls. Work also includes shoveling snow, removing ice from school entrances, maintaining school grounds, mowing lawns, performing minor repairs, routine preventative maintenance, routine inspections of playground equipment and fire safety equipment and generally assuring the security of school premises while they are not in use.

Casual custodians work on an "as needed" basis and accept assignments as they become available, often on short notice. As a casual custodian, you will have the opportunity to apply for permanent and long-term occasional positions, as they become available throughout the school year.

The minimum qualifications include:

- Secondary school diploma or equivalent
- Valid Driver's license
- Some knowledge of cleaning procedures for public buildings, cleaning products and chemical hazards, and health & safety regulations
- Ability to work well as a member of a team and independently
- Good interpersonal, communication and organizational skills
- Physical ability to frequently lift heavy objects, climb ladders, continuously stand, and walk throughout the day and ability to work in inclement weather as required while adhering to Ontario's Occupational Health and Safety Act (OHSA) guidelines

Interested persons who meet the above qualifications and are available to respond to assignments on short notice should submit their application ensuring to include a current cover letter and resume outlining qualifications and relevant work experience. Although not necessary, school-based experience is considered to be an asset. Please quote competition number **2023-102** while submitting your application to:

Email: hr@kcdsb.on.ca

Online : Apply to Education at : <http://kcdsb.simplification.com/>

We appreciate the interest of all applicants, however, KCDSB will only be contacting candidates whose skills, experience and qualifications best meet the requirements of the position.

Accommodations for persons with disabilities are available during the recruitment and selection process. Applicants need to make their required accommodations known in advance by contacting the Human Resources Department.

Successful candidates must provide a current satisfactory Vulnerable Sector Check (VSC) prior to commencing employment with KCDSB. Please review the requirements for the VSC at [Ontario Provincial Police - Police Record Checks \(opp.ca\)](https://www.opp.ca/en/Police-Record-Checks/Pages/Police-Record-Checks.aspx)

Discover more about KCDSB and why you should start your career with us today at [Home - Kenora Catholic District School Board \(kcdsb.on.ca\)](http://kcdsb.on.ca)!

Mrs. N. Kurtz
Director of Education

Mrs. T. Gallik
Chair

Dedicated to Excellence in Catholic Education
