



REGINA CATHOLIC SCHOOL DIVISION

THE BOARD OF EDUCATION OF THE REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 81

Kelley Ehman
Director of Education

Ryan Bast
Board Chair

November 5, 2025

St. Kateri – Head Caretaker

- Eight- hour position: 7:00am – 11:00am and 1:00pm- 5:00pm. The hours of work are subject to change from time to time, and other duties or arrangements that may be assigned by the Manager of Facilities or Designate.
- Effective start date: **January 1, 2026 or as can be arranged.**
- Salary in accordance with C.U.P.E. Agreement.

Qualifications

- **Fireman's Certificate is required.**
- Good physical condition is required. A complete functional assessment may be required by the successful candidate to ensure capability to perform the duties as listed. The Board will pay for the assessment.
- Ability to work well with teachers and students.
- Ability and experience to do a thorough job of cleaning and maintaining the school.
- Ability to work without close supervision.
- Ability to perform the duties list on, but not limited to, the Head Caretaker position description.

Applications will be accepted through the [CUPE External Job Application](#) until 2:00 p.m. Wednesday November 13, 2025.

Position Description

Head Caretaker	Reports to	Supervisor of Custodial Services, Supervisor of Operations, School Principal, Manager of Facilities
	Pay Level	Most recent CUPE Local 1125 Agreement
	Employment Term	12 Months
	Revision Date	October 2020

In a Catholic environment that fosters collegiality and supports continuous learning, the Head Caretaker provides a safe, clean environment for students, staff and the public.

Required Duties and Responsibilities:

Without restricting the generality of the above-stated basic function, the Head Caretaker shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

Catholic Distinctiveness	• Ensure Catholicism is evident in her/his work both within and outside of the division. • Be knowledgeable and supportive of Regina Catholic Schools' policies and expectations. • Permeate our Catholic faith in his/her area. • Foster Christ-like behavior. • Treat all stakeholders as valued people of God. Be fair and understanding, developing relationships to help move people forward. • When applicable attend and participate in faith-building activities. • Conduct oneself in a Christian manner appropriate to an educational institution. • Complete a yearly Catholic Formation goal in the Performance Management Goal Setting document.
Primary Duties	<u>Building Maintenance</u> • Change light bulbs as required • Clean ceiling diffusers and light fixtures • Clean face of lockers • Lock and secure facility after each shift • Perform a daily inspection of the facility • Operate building mechanical system • Report maintenance problems to the appropriate supervisor. • Perform basic maintenance and repair duties of a nature generally expected in the maintenance of a home such as plumbing repairs, basic carpentry. • Assist in minor grounds maintenance (i.e. snow removal, litter pickup, grass cutting). • Maintain supply inventory • Inspect playground equipment structures and surfaces weekly • Be cognizant of the need to be proactive in the area of energy management (i.e. turning off lights when not required)
	<u>Cleaning Responsibilities</u> • Sweep and dry mop floors daily or more often if required • Dust and polish when required • Clean and disinfect washrooms and washroom facilities as required to ensure cleanliness and disinfected • Empty wastebaskets and dispose of garbage daily, replace liners • Scrub, strip and wax floors when required • Wash walls, windows, doors and desks as required

	• Clean chalkboards/whiteboards and ledges • Vacuum carpet on regular basis; shampoo as scheduled or required
	<u>Professional Responsibilities</u> • Be willing to engage in lifelong learning with respect to training, in-service and course of study • Conduct oneself in a manner appropriate to an educational institution that provides services to children • Deal tactfully with staff, students and the public • Be knowledgeable and supportive of applicable Board policies • Schedule staff and monitor workflow and productivity • Practice safe work habits at all times • Participate in scheduled in-service pertaining to the performance of facility caretaking • Other duties as may be assigned that are appropriate to this position

Job Specifications:

In addition to the Duties and Responsibilities, the Head Caretaker is expected to have the following requirements:

Confidentiality	At no time should the employee discuss publicly or release information pertaining to students and employees of the Regina Catholic School Division, or any intrinsic information obtained from the said position. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.
Education / Experience Level Required	A minimum Grade 12 education and valid Fireman's certificate is required. Facilities Technician certificate or equivalent experience in the caretaking area is considered an asset.
Skills Required	<u>The Head Caretaker will:</u> • Be able to operate gas fired, electric or battery operated equipment • Have ability to work as a team player • Have ability to supervise shift employees • Have ability to deal tactfully with school staff, students, parents and the public • Have ability to execute written and oral instructions sufficient for the safe, competent use of caretaking supplies, operation of equipment and the execution of school caretaking procedures as outlined in the caretaking manual • Have ability to operate building mechanical systems • Have ability to perform minor maintenance functions • Have ability to plan and expedite the cleaning program as it pertains to the facility • Demonstrate knowledge of the cleaning industry including current practices • Demonstrate knowledge of building maintenance procedures and practices • Demonstrate knowledge of cleaning processes, products and equipment • Demonstrate knowledge in basic maintenance and tools_
Physical Demands	H-Heavy Work • Exert up to 100 lbs. of force occasionally • and/or up to 50 lbs. of force frequently • and/or up to 20 lbs. of force constantly to move object
Supervision of Staff	The Header Caretaker oversees the day-to-day operation of a facility that requires the supervision of up to three full time equivalent staff.

Independence	The Head Caretaker is expected to work independently with minimum supervision.
Internal / External Contacts	The Head Caretaker works collegially with other support staff, teachers and school-based administration on a daily basis in support of the goals of the school. The Head Caretaker receives only occasional general supervision and is solely responsible for the quality of the assigned work. The health and safety of other employees and the students of the school are dependent on the quality of the work. The 'first impression' image of organization is dependent upon the quality of the work.
<u>Administrative Application</u> Personnel and Employee Relations - 7201 – Employee Code of Conduct	This Code of Conduct applies to all Regina Catholic School Division employees. It is the duty of the supervisor/principal to ensure the Code of Conduct is reviewed annually with each employee. The Regina Catholic School Division requires all employees to follow their contract, conditions of employment and/or professional organization guidelines as set out by the appropriate governing body.