



# 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

December 8, 2025

## **Sacred Heart School/ Mother Teresa Middle School Caretaker/Facility Cleaner TEMP**

- 4 hours at Sacred Heart School - 3:00pm to 7:00pm
- 4 hours at Mother Teresa Middle School - 7:30pm to 11:30pm
- 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**

- **No 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 Caretaker/ Facility Cleaner position descriptions.

**If a fireman's license is attained and submitted to Facilities Admin Assistant, the employee will move up to a Caretaker automatically. If the employee is currently a Caretaker and applies, they will retain their Caretaker status and continue receiving Caretaker Pay.**

Applications will be accepted through the [CUPE External Job Application](#) until 2:00 p.m. Monday December 15, 2025.

## Position Description

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| <b>Caretaker</b> | <b>Reports to</b>      | Custodial Services Supervisor, Head Caretaker, Caretaker Engineer, School Principal, Supervisor of Operations, Controller of Plant and Accommodation Services |
|                  | <b>Pay Level</b>       | Most recent CUPE Local 1125 Agreement   |
|                  | <b>Employment Term</b> | 12 Months   |
|                  | <b>Revision Date</b>   | October 2020  |

In a Catholic environment that fosters collegiality and supports continuous learning, the Caretaker assists in the cleaning and maintenance of the assigned facility so as to ensure its clean and safe operation.

### Required Duties and Responsibilities:

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

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| <b>Catholic Distinctiveness</b> | <ul style="list-style-type: none"> <li>• Ensure Catholicism is event in her/his work both within and outside of the division.</li> <li>• Be knowledgeable and supportive of Regina Catholic Schools' policies and expectations.</li> <li>• Permeate our Catholic faith in his/her area.</li> <li>• Foster Christ-like behavior.</li> <li>• Treat all stakeholders as valued people of God. Is fair and understanding, developing relationships to help move people forward.</li> <li>• When applicable attend and participate in faith-building activities.</li> <li>• Conduct oneself in a Christian manner appropriate to an educational institution.</li> <li>• Complete a yearly Catholic Formation goal in the Performance Management Goal Setting document.</li> </ul> |
| <b>Primary Duties</b>           | <u>Building Maintenance</u> <ul style="list-style-type: none"> <li>• Change light bulbs as required</li> <li>• Clean ceiling diffusers and light fixtures</li> <li>• Clean face of lockers</li> <li>• Lock and secure facility after each shift</li> <li>• Be cognizant of the need to be proactive in the area of energy management (i.e. turning off lights when not required)</li> </ul>  |
|                                 | <u>Cleaning Responsibilities</u> <ul style="list-style-type: none"> <li>• Sweep and dry mop floors daily or more often if required</li> <li>• Dust and polish when required</li> <li>• Clean and disinfect washrooms and washroom facilities as required to ensure cleanliness and disinfected</li> <li>• Empty wastebaskets and dispose of garbage daily, replace liners</li> <li>• Scrub, strip and wax floors when required</li> <li>• Wash walls, windows, doors and desks as required</li> <li>• Clean chalkboards/whiteboards and ledges</li> <li>• Vacuum carpet on regular basis; shampoo as scheduled or required</li> </ul>  |
|                                 | <u>Professional Responsibilities</u> <ul style="list-style-type: none"> <li>• Be willing to engage in lifelong learning with respect to training, in-service and course of study</li> <li>• Conduct oneself in a manner appropriate to an educational institution that provides services to children</li> <li>• Deal tactfully with staff, students and the public</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Practice safe work habits at all times</li> <li>• Participate in scheduled in-service pertaining to the performance of facility caretaking</li> <li>• Other duties as may be assigned that are appropriate to this position</li> </ul> |
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**Job Specifications:**

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

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| <b>Confidentiality</b>  | 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.  |
| <b>Education / Experience Level Required</b>  | 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.  |
| <b>Skills Required</b>  | <p><u>The Caretaker will have:</u></p> <ul style="list-style-type: none"> <li>• Be able to operate gas fired, electric, or battery operated equipment</li> <li>• Ability to work as a team player</li> <li>• 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</li> <li>• Ability to perform basic maintenance functions</li> <li>• An understanding of cleaning procedures and knowledge of cleaning processes, products and equipment</li> </ul> |
| <b>Physical Demands</b>   | <p><b>H-Heavy Work</b></p> <ul style="list-style-type: none"> <li>• Exert up to 100 lbs. of force occasionally</li> <li>• and/or up to 50 lbs. of force frequently</li> <li>• and/or up to 20 lbs. of force constantly to move objects</li> </ul>  |
| <b>Independence</b>   | The Caretaker is expected to work independently with minimum supervision.  |
| <b>Internal / External Contacts</b>   | <p>The Caretaker works collegially with other support staff, teachers and school-based administration on a daily basis in support of the goals of the school.</p> <p>The 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.</p>  |
| <b><u>Administrative Application</u><br/>Personnel and Employee<br/>Relations - 7201 – Employee<br/>Code of Conduct</b> | 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.   |

## Position Description

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|---------------------------|------------------------|--|
| <b>Facilities Cleaner</b> | <b>Reports to</b>      | Custodial Services Supervisor, Head Caretaker, Caretaker Engineer, School Principal, Supervisor of Operations, Manager of Facilities |
|                           | <b>Pay Level</b>       | Most recent CUPE Local 1125 Agreement  |
|                           | <b>Employment Term</b> | 12 Months  |
|                           | <b>Revision Date</b>   | February 2024  |

In a Catholic environment that fosters collegiality and supports continuous learning, the Facilities Cleaner assists in the cleaning and maintenance of the assigned facility so as to ensure its clean and safe operation.

### Required Duties and Responsibilities:

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

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| <b>Catholic Distinctiveness</b> | <ul style="list-style-type: none"> <li>• Ensure Catholicism is event in her/his work both within and outside of the division.</li> <li>• Be knowledgeable and supportive of Regina Catholic Schools' policies and expectations.</li> <li>• Permeate our Catholic faith in his/her area.</li> <li>• Foster Christ-like behavior.</li> <li>• Treat all stakeholders as valued people of God. Is fair and understanding, developing relationships to help move people forward.</li> <li>• When applicable attend and participate in faith-building activities.</li> <li>• Conduct oneself in a Christian manner appropriate to an educational institution.</li> <li>• Complete a yearly Catholic Formation goal in the Performance Management Goal Setting document.</li> </ul> |
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