

Medicine Hat Catholic Board of Education



Competition #402

Probationary Head Custodian I 0.75 FTE – 07:00-10:00 and 14:00-17:00 weekdays at St. Francis Xavier School

Start Date: August 23, 2021

Closing Date for Applications: Monday June 28, 2021 @ noon

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

**St. Francis Xavier School has a student population of approximately 130 students
(Grades K-6, including ELP: Early Learning Program)**

Description: The ideal candidate should possess a combination of education and experience that would serve to enhance the school, staff and students at St. Francis Xavier School.

The successful candidate must:

- Clean facilities and contents using a variety of equipment and chemical products
- Perform minor repairs and maintenance as required
- Be able to perform all aspects of the role (i.e. lift 50 lbs required)
- Be self-directed, independent and highly motivated with the ability to work under minimal supervision
- Have strong interpersonal and communication skills

Qualifications and Skills:

- High school diploma preferred
- 5+ years experience as a custodian
- Strong supervisory skills required
- Knowledge of Workplace Hazardous Materials Information System (WHMIS) and workplace safety
- Competent in the use of Technology (Google e-mail and internet navigation)

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, or to request a job description, please contact: Mr. Francis MacQuarrie, Facilities and Operations Supervisor at (403) 502-8358.

Reply with Cover Letter, Resume, and [Custodial Maintenance Application Form](#), along with current pastoral reference (if available) to resumes@mhcbce.ab.ca. Please reference the Competition # on the cover letter. A [Criminal Records Check](#) and [Alberta Child Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)
Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.