

Custodian

Founded in 1930, St. George's School is a private co-educational, non-denominational school that provides student-centered education of the highest quality within a spirited, engaging, creative and cooperative environment. We are now accepting applications for the full time position of Custodian

Reporting to the Building Technician, the Custodian is responsible for general maintenance of the building and surrounding grounds.

Duties and responsibilities include but are not limited to:

- verify adequate cleaning upon arrival in a.m.
- daily verification of school yard and grounds in general
- ensure compliance with workplace safety issues as per scheduled inspections (periodic check of ventilation/smoke detectors/motion detectors, etc)
- daily cafeteria setup/cleanup
- staffroom maintenance/upkeep
- set up, remove, empty and clean recycling/garbage/composting containers daily
- check/replenish washroom supplies, burned-out light bulbs, etc
- repair or build furniture if possible
- restock photocopy paper as required
- identify problems with plumbing, electricity and notify Building Technician when necessary
- sweep/mop floors regularly
- general cleaning and dusting including wall bottoms, fingerprints, door frames, disinfecting of doorknobs and handrails daily
- shovel/salt when required
- event set-up (tables, chairs, tablecloths, podium, screen, electrical, tech, etc)
- communicate supply requirements to the Building Technician when necessary
- crossing guard duties
- distribute external deliveries

Qualifications:

- Minimum 2 years' work-related experience in construction and maintenance, preferably in an educational environment
- Computer literate
- Adaptable with a proven ability to multi-task and prioritize
- Superior communication skills, bilingualism is an asset
- Positive, proactive team player with a strong customer service orientation

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Please submit your letter of application and curriculum vitae to:

Ms. Sharon Picard

Coordinator of Human Resources

St. George's School of Montreal

E-mail: humanresources@stgeorges.qc.ca

We thank all candidates for their applications, however, only those selected for an interview will be contacted.