

## CUPE LOCAL 1280 JOB POSTINGS

Note:

1. BEFORE SUBMITTING YOUR BIDS, YOU ARE ASKED TO FIRST VISIT AND ACQUAINT YOURSELF WITH THE SCHOOL/FACILITY FOR WHICH YOU PLAN TO SUBMIT A BID.
2. YOU ARE REMINDED THAT YOU MAY NOT BID ON ANOTHER JOB POSTING FOR A PERIOD OF SIX (6) MONTHS FOLLOWING ANY SUCCESSFUL BID EXCEPT FOR PROMOTION.
3. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL EMPLOYEE TO ENSURE THAT HE OR SHE HAS AN OPPORTUNITY TO BE MADE AWARE OF ALL JOB POSTINGS CONTAINED IN *THE BULLETIN*.
4. POSITION REQUIRES SUCCESSFUL COMPLETION OF BUILDING OPERATOR'S COURSE (CANDIDATES MUST SUBMIT PROOF TOGETHER WITH THEIR BIDS IF THE POSITION IS A PROMOTION).
5. SECONDARY SCHOOL DIPLOMA, OR EQUIVALENT IS MANDATORY FOR ANY HEAD CARETAKER POSITION FOR EMPLOYEES HIRED AFTER SEPTEMBER 1, 2001 (CANDIDATES MUST SUBMIT PROOF OF GRADE 12 OR EQUIVALENT WITH THE BID FORM). APPLICANTS WHO DO NOT PROVIDE DOCUMENTATION MEETING THIS REQUIREMENT WITH THEIR BID SHEET WILL NOT BE CALLED FOR AN INTERVIEW. IF YOU REQUIRE ASSISTANCE OBTAINING DOCUMENTATION, PLEASE CALL INDEPENDENT LEARNING CENTRE AT 416-325-4338 FOR TEST.

POSITION	DEPT./SCHOOL	LOCATION	SALARY RANGE
Posting #OM2012-106 Head Caretaker	St. Boniface	20 Markanna Drive	\$24.70/hr

**PLEASE NOTE: THIS IS A CODE A SCHOOL, THEREFORE ONLY BIDS FROM HEAD CARETAKERS CURRENTLY IN AN A SCHOOL, OR EMPLOYEES WHO HAVE SUCCESSFULLY PREQUALIFIED TO BID ON HEAD CARETAKER POSTINGS, WILL BE CONSIDERED FOR THIS POSITION.**

### SITE SPECIFIC PREREQUISITE SKILLS REQUIRED FOR THIS POSITION

- successful completion of building operator's course
- successful completion of the Board's approved test(s) related to knowledge of mechanical systems
- experience with requirements of a day care centre preferred
- experience with HVAC (heating delivery systems)

### SITE INFORMATION

- site accommodates a day care centre
- portables
- permits

### EXPERIENCE

- minimum three (3) years caretaking experience

### SKILLS

- effective interpersonal skills
- thorough knowledge and experience with cleaning equipment and cleaning techniques; mechanical aptitude
- organizational and leadership abilities

### QUALIFICATIONS

- knowledge of written and verbal English for effective communication
- overall proven good attendance
- minimum three years caretaking experience
- positive recommendation from immediate Service Quality Supervisor

WRITTEN OR FAXED (416-512-3046) APPLICATION REFERRING TO POSTING NUMBER, LOCATION AND POSITION MUST REACH THE **HUMAN RESOURCES DEPARTMENT, ATTENTION: AMY GATTO, SR. MANAGER - SUPPORT STAFF**, CATHOLIC EDUCATION CENTRE, 80 SHEPPARD AVENUE EAST, NORTH YORK, ONTARIO, **NOT LATER THAN, TUESDAY JULY 4, 2012**

**PLEASE NOTE: RECEIPT OF FAXES OR BID SHEETS WILL NOT BE CONFIRMED**