



APPLICATIONS ARE INVITED FOR THE POSITION OF SUPPLY CARETAKER

Starting Probationary Rate of Pay: \$23.37 per hour

Working Hours: Generally, 8 hours/day, excluding unpaid lunch break (daily hours may fluctuate depending on system needs)

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Leadership at Toronto Catholic is servant-like, visionary, empowering and inclusive. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

We are currently accepting applications for the position of **Supply Caretaker**. The primary function of the job is to maintain a clean, safe, healthy and efficient environment within designated schools and Board offices. Duties include shift work, floor cleaning, washroom maintenance, furniture moving, grounds care and operate power cleaning equipment, in accordance with established standards.

The Board maintains a roster of temporary/casual staff for assignment to cover employee absences. Supply staff are assigned from a pool on an as-needed basis.

Please note the following are required as part of your application package:

- Proof of educational credentials (minimum requirement is completion of grade 10 or Ontario equivalency)
- Resume and Cover letter addressed to the Sr. Manager of Recruitment, Human Resources
- Two work-related reference letters from previous employers, preferred

All Supply Caretakers are expected to be available all shifts, Monday through Friday, as follows:

- (1) Day shift: 7:00 am to 4:00 pm, (2) Mid-shift: 12:00 pm to 8:00 pm,
(3) Afternoon shift: 3:30 pm to 11:30 pm, and (4) Overnight shift: 11:00 pm to 7:00 am.*

Diversity and Inclusion

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the diverse stakeholders and communities we serve. As such, we especially welcome applications from candidates who self-identify as visible minorities, persons with disabilities, indigenous and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

All applications must be submitted online through ApplyToEducation at:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=36f86a66-f31c-4e0a-9d1f-84fb6474e3d3

Failure to complete a full package may impact your eligibility for an interview.

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.

The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB's COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.