



Peoples Christian Academy (PCA) is seeking a full time **Daytime Caretaker** to facilitate the school's growth and development.

### **Context, Compensation and Culture**

Peoples Christian Academy (PCA) is an independent, faith-based, co-educational day school offering a registered and Ministry of Education inspected Early Learning Centre (30 months+), a Junior School (Grades JK to 5), a Middle School (Grades 6 to 8) and a Ministry of Education inspected Senior School (Grades 9 to 12). PCA offers a collegial working environment and values work/life balance. Lastly, and most importantly, the Christian community culture of PCA is one that aspires to be a family/faculty-friendly atmosphere that values mutual communication, collaboration, consultation and trust.

### **General Description**

- The Daytime Caretaker plays an important role in ensuring the safe and smooth operation of the school, providing essential services, classroom support, event support to both staff and administration.
- As a key member of the cleaning team, the Caretaker maintains high standards of cleanliness throughout the facility, demonstrating self-motivation, organization, and flexibility.
- Responsibilities include promptly completing assigned tasks, assisting with additional cleaning duties, and supporting special events and facility rentals.
- The Caretaker reports to the Facilities Supervisor or Lead Evening Custodian and is required to be available for facility-related emergencies.

### **Terms of Employment**

- This is a full-time, 12-month salaried position offering an hourly wage ranging from \$20 to \$25 based on experience.
- Full time positions are eligible for participation in PCA's benefits plans and pension plans
- The standard workday is 8 hours, 37.5 hours per week, generally from 7:00 a.m. to 3:00 p.m., with flexibility required for special projects, events, and emergencies.
- Vacation entitlement aligns with the Ontario Employment Standards Act, 2000, with an additional one-week break during both Christmas Break and March Break.
- A three-month probationary period applies at the beginning of the employment.

### **Duties and Responsibilities**

- Contribute to maintaining the facility's cleanliness standards by completing assigned tasks promptly and efficiently.
- Assist with additional cleaning, maintenance, and event set-up as required.
- Participate in facility maintenance and major clean-ups during school breaks.
- Be available on-call for facility emergencies.
- Perform other related duties as required by the Facilities Supervisor or Lead Evening Custodian.
- Adhere to safety protocols and procedures while performing all duties.

### **Qualifications**

#### *Education, Training, and Experience*

Completion of Grade 12, along with relevant caretaking experience in similar environments, is required. Demonstrated progressively responsible experience in caretaking work is preferred.



### *Specific Knowledge, Skills, and Attributes*

- Proficiency in standard cleaning practices, equipment, and products, including safe handling of cleaning agents.
- Knowledge of Occupational Health and Safety regulations, WHMIS, and school policies.
- Effective communication skills in English, both oral and written.
- Ability to work independently with minimal supervision, demonstrating sound judgment and decision-making.
- Strong interpersonal skills, with the ability to establish and maintain effective working relationships.
- Willingness to receive and implement feedback for continuous improvement.
- Discretion and confidentiality in handling school operations and student information.
- Physical ability to perform caretaking duties, including lifting up to 50 lbs and performing various physical tasks.

### **Application Process**

In your cover letter, please refer to your Christian faith, and how it influences you both personally and professionally. In your resume, please include any missions and ministry experience. Please also include professional (2+), pastoral (1), and personal (1) references. Please also note that short-listed candidates will be required to submit a police vulnerable sector check.to: [careers@pca.ca](mailto:careers@pca.ca) with the subject line: "Daytime Caretaker".