

Peoples Christian Academy (PCA) is seeking two (2) part-time **Evening Cleaner** 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 Evening Cleaner plays an important role in maintaining cleanliness and preparing classrooms and common areas for the following day's activities. This position is primarily focused on cleaning and ensuring the neatness and orderliness of the school's classrooms and common areas.
- Responsibilities include promptly completing assigned tasks, assisting with additional cleaning duties, and supporting special evening events and evening facility rentals.
- The Evening Cleaner reports to the Facilities Supervisor or Lead Evening Custodian.

Terms of Employment

- This is a part-time, 12-month salaried position offering an hourly wage ranging from \$20 to \$22 based on experience.
- Part time positions over FTE: 0.5 are eligible for participation in PCA's benefits plans.
- The standard workday is 4 hours after school, minimum 20 hours per week, typically from 5:00 p.m. to 9:00 p.m., with certain flexibility.
- 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 (3) month probationary period applies at the beginning of the employment.

Duties and Responsibilities

- Perform thorough cleaning of classrooms, including dusting, sweeping, mopping, and vacuuming floors.
- Clean and sanitize restrooms, ensuring they are stocked with necessary supplies.
- Empty trash bins and replace liners as needed.
- Wipe down surfaces such as desks, chairs, and tables.
- Ensure all cleaning supplies and equipment are properly stored and maintained.
- Notify the Facilities Supervisor or Lead Evening Custodian of any maintenance issues or supply needs.
- Prepare classrooms and common areas for the next day's activities, including arranging desks and chairs as necessary.
- Adhere to safety protocols and procedures while performing cleaning duties.
- Other duties as assigned by the Facilities Supervisor or Lead Evening Custodian.

Qualifications

- Previous experience in janitorial or cleaning roles preferred.
- Ability to work independently and efficiently with minimal supervision.
- Strong attention to detail and cleanliness.



Peoples
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- Good communication skills.
- Ability to prioritize tasks and manage time effectively.
- Physical stamina and ability to lift and move objects up to 25 pounds.
- Availability to work evening shifts, typically starting after regular school hours.

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 with the subject line: "Evening Cleaner".