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## POSTING NOTICE

**COMPETITION #:** SC-030-2425  
**POSTING DATE:** October 24, 2024  
**CLOSING DATE:** November 4, 2024  
**CLOSING TIME:** 12:00 PM  
**POSTED:** INTERNAL / EXTERNAL

**POSITION TITLE:** Janitor  
**CLASSIFICATION:** Regulated  
**SALARY:** Level 2, Non-Instructional Salary Grid  
**LOCATION:** Yorkton, SK (Main Campus & Training and Technology Centre)  
**POSITION TERM:** Starting as soon as possible to June 30, 2025  
**HOURS OF WORK:** Casual – as needed to provide coverage  
**STATUS:** Term / Casual  
**IMMEDIATE SUPERVISOR:** Dale MacKay, Facilities Manager

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **POSITION SUMMARY:**

The Janitor will be responsible for the overall cleanliness, maintenance, repair and security of the facility. The incumbent will be responsible for janitorial services that include such tasks as sweeping, mopping, vacuuming, dusting, washing windows, and clearing sidewalks to maintain a standard level of cleanliness throughout assigned facilities.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### 1. Cleanliness, Health & Safety

- Sweep or wet mop floors daily or more frequently if required.
- Vacuum carpeted floors twice per week or more frequently if required; with the exception of the main office and coffee rooms which will be vacuumed daily.
- Thoroughly clean all chalkboards, whiteboards, brushes and chalk troughs daily.
- Dust or wet wipe all classroom desks/tables daily; polish when necessary.
- Dust computer desks twice per week.
- Wipe down all computer equipment with an antistatic cloth.
- Take extreme care in ensuring that a minimum amount of dust settles on the computer equipment when cleaning.
- Dust all furniture and window sills in classrooms, offices and coffee room weekly; polish when necessary; with the exception of the main office and coffee rooms which will be dusted daily.
- Empty waste baskets and dispose of garbage daily, dispose of recycling weekly.
- Ensure that desks/tables and chairs are left in an orderly and neat manner for the next class.
- Clean and disinfect washrooms and washroom equipment daily or more frequently if required; refill soap and paper supplies in the washrooms as needed.
- Wash windows (interior and exterior), walls, doors and ceilings a minimum of one time per year or more frequently if required.
- Scrub, strip, wax and polish floors as required to keep them clean and in good condition at all times.
- Ensure that the sidewalks and entrances are free of ice, snow and debris at all times.
- Ensure that classrooms and the building is locked and secure after hours.
- Assist in moving furnishings and equipment as required.

#### 2. Equipment Operation & Maintenance

- Perform minor equipment repairs as required.
- Assist in any maintenance duties as assigned by the Caretaker.

- Operate the chiller and heating system, air handler in the absence of the Head Caretaker.
- As required, be available to cover full time day shift staff.
- Other duties may be assigned from time to time.

3. Additional Duties:

- Other duties as assigned.

**QUALIFICATIONS:**

1. Education & Experience:

- The minimum educational qualification for this position is completion of Grade 12 or equivalent and specialized training such as a Fireman's Certificate.
- The minimum amount of practical, related experience required to perform the duties of this position is a minimum of 6 months in a similar and relevant environment. This experience would typically provide skills in communication and the ability to work independently.

2. Knowledge, Skills & Abilities:

- Extensive knowledge of caretaking procedures and building systems is required.
- Good written and oral skills.
- Ability to deal courteously with students, staff and the public.
- Ability to perform physical tasks as required (climbing, stooping, shovelling, etc.)
- Experience using small hand tools, adjusting equipment, monitoring gauges is required.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to adapt to changing circumstances.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working from home.

3. Other Requirements:

- Valid Driver's license is required.
- Satisfactory Criminal Record Check is required
- CSA Approved Footwear