

## **LLOYDMINSTER CATHOLIC SCHOOL DIVISION (LCSD) Full-Time Head Caretaker**

Lloydminster Catholic School Division is seeking applications for a full-time Head Caretaker. This role is responsible for maintaining a clean, safe and welcoming environment for our students, staff and visitors.

### **Key Responsibilities:**

- Oversee and perform daily cleaning and sanitation of school facilities
- Perform deep cleaning and floor refinishing during non-instructional days
- Operate equipment including the snowblower and tractor for snow removal
- Manage staff schedules to ensure appropriate coverage
- Develop and maintain cleaning schedules to keep the facility in optimal condition
- Schedule and coordinate maintenance during school breaks
- Support minor equipment maintenance tasks and procedures
- Promote and uphold health and safety standards throughout the school

### **Education required:**

- Minimum Grade 12
- Current WHMIS certification
- Demonstrates knowledge of:
  - o Cleaning processes, products, and equipment
  - o Building maintenance procedures
  - o Industry-standard cleaning practices

### **Skills & Abilities:**

- Ability to work independently with minimal supervision.
- Strong leadership and staff management skills
- Excellent communication and interpersonal abilities
- Positive, professional work attitude
- Ability to follow written and verbal instructions
- Capable of operating maintenance equipment and performing basic repairs

### **Position Details:**

- **Full-time** (Monday to Friday)
- **Wage:** \$22.27-29.13 per hour plus a maintenance allowance
- **Position to commence:** On mutually agreed on date

Please forward resumé with experience, qualifications, and references to the undersigned.

A RCMP Criminal Record / Vulnerable Sector check is a requirement for employment. Applications will be received until January 5, 2026, only those chosen for interviews will be contacted.

For more information, please contact Melanie Stelmaschuk at 780-808-8585.



**Mrs. Melanie Stelmaschuk**  
**Chief Financial Officer**  
**Lloydminster Catholic School Division**  
**6611B – 39 Street**  
**Lloydminster, AB**  
**T9V 2Z4**  
**Phone: (780) 808-8585**  
**Email: [lcsd\\_careers@lcsd.ca](mailto:lcsd_careers@lcsd.ca)**