



AHMADIYYA
MUSLIM JAMA'AT
Canada

JOB DESCRIPTION

Position Title: Custodian, Ahmadiyya Muslim Elementary School, Barrie (Oro-Medonte)

Department: National Department of Ta`lim

Immediate Supervisor: Principal Ahmadiyya Muslim Elementary School, Barrie (Oro-Medonte)

POSITION SUMMARY

Ahmadiyya Muslim Elementary School, Barrie (Oro-Medonte) is seeking a dedicated and reliable Elementary School Custodian to join our team. The ideal candidate will be responsible for maintaining a clean, safe, and healthy environment for students, staff, and visitors. This role is vital to ensuring our school remains a welcoming place where children can learn and thrive.

We are located on the premises of Maryam mosque, Barrie (Oro-Medonte). The school operates between 8:30 am - 2:30 pm from Monday to Friday.

We appreciate the interest of all applicants but will only be interviewing candidates whose skills, experience, and qualifications best meet the position's requirements.

This is a paid position.

RESPONSIBILITIES

Cleaning and Maintenance:

- Perform daily cleaning duties, including sweeping, mopping, dusting, vacuuming, and sanitising classrooms, restrooms, hallways, and common areas.
- Empty trash and recycling bins and ensure proper disposal.
- Clean and disinfect surfaces, including desks, chairs, door handles, and restrooms.
- Maintain floors by sweeping, mopping, scrubbing, or vacuuming as necessary.

Building and Grounds Upkeep:

- Monitor and maintain the school's exterior, including sweeping walkways, picking up litter, and ensuring the grounds are tidy.
- Assist with snow removal and salting walkways during winter months.
- Perform basic lawn care and gardening tasks as needed.

Safety and Security:

- Ensure all doors and windows are secure after cleaning.
- Report any maintenance issues, safety hazards, or security concerns to the Board and Jamaat stakeholders.

- Assist in setting up and taking down furniture and equipment for school events and activities.

General Duties:

- Restock supplies in restrooms, classrooms, and other areas as needed.
- Operate and maintain cleaning equipment.
- Assist with minor repairs and maintenance tasks.
- Follow all health and safety regulations and protocols.

Working Conditions:

- Must be able to work in various environments, including indoors and outdoors, and under varying weather conditions.
- Ability to handle cleaning chemicals and equipment safely.

QUALIFICATIONS

- High school diploma or equivalent.
- Previous custodial or janitorial experience is preferred but not required.
- Ability to perform physical tasks, including lifting up to 50 pounds, bending, and standing for extended periods.
- Basic knowledge of cleaning products, tools, and equipment.
- Strong attention to detail and ability to follow instructions.
- Good communication skills and the ability to work well independently and as part of a team.
- Commitment to maintaining a safe and clean environment for students and staff.

When applying for this position, please include the following:

- ✓ Resume and cover letter
- ✓ Names and contact information of at least two professional references

Interested candidates can confidently apply by sending their resume to HR@ahmadiyya.ca.

Deadline for applications: Review of applications will begin immediately and continue until the position is filled. Please note that successful candidates must submit a current Police Vulnerable Sector Screening Certificate.

For further information, please contact:

HR@ahmadiyya.ca

Tel: 905-832-2669 Ext. 2272