



JOB DESCRIPTION

Position Title: School Caretaker, Ahmadiyya Elementary School, Mississauga

Department: National Department of Ta'lim

Immediate Supervisor: Principal, Ahmadiyya Elementary School, Mississauga

POSITION SUMMARY

Ahmadiyya Elementary School, Mississauga is looking for a full-time school caretaker to join our team and contribute to the smooth and efficient operation of our school. Ahmadiyya Elementary School provides Islamic and academic education and is committed to the well-being of all students.

The Elementary School caretaker role focuses on ensuring the safety, security, and smooth operation of daily school activities. The ideal candidate will be proactive, dependable, and dedicated to maintaining a safe environment for students, staff, and visitors. **We are looking for an individual that complements the work culture of Ahmadiyya Elementary School and is suited to work appropriately in an environment with vulnerable individuals.**

Applicants must be able to commit to regularly scheduled full-time work hours Monday to Friday from 7:45 am to 2:45 pm or until all buses have departed from the school. **Note that this position is paid only while school is in session.**

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

- **Morning Duties:**
 - Arrive early (7:45 am) to unlock the mosque doors for student arrival.
 - Monitor students' safe disembarkation from buses and guide them into the school.
 - Count students as they exit each bus and match the numbers after school.
- **Student Monitoring:**
 - Ensure late-arriving students sign in and proceed to assembly after dropping off their belongings.

- Supervise student movement in the main lobby to ensure appropriate behavior and prevent access to restricted areas.
- **Visitor Management:**
 - Inform the administration or principal of any guests arriving and escort them to the designated area.
- **Logistical Support:**
 - Receive school deliveries, including hot lunch orders, and deliver them to the office.
- **Recess and Outdoor Safety:**
 - Rope off the school driveway before recess or outdoor classes to block car access.
 - During recess, ensure vehicles do not approach the playground area and set up safety pylons as a boundary.
- **Bus Duties:**
 - Guide school buses to the pick-up area after school.
 - Monitor and count students as they board buses and signal drivers when all students are accounted for.
- **Miscellaneous Duties:**
 - Perform additional tasks as required to support school operations.

QUALIFICATIONS

- Strong sense of responsibility and attention to detail.
- Ability to work outdoors in various weather conditions.
- Effective communication skills to coordinate with staff and students.
- Physical capability to lift items up to 15–25 pounds.
- Experience in a security or safety-focused role is an asset (not mandatory).

When applying for the 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.office@ahmadiyya.ca.

Deadline for applications: Review of applications will begin immediately and continue until the position is filled. Please note, the successful candidate will be required to submit a current Police Vulnerable Sector Screening Certificate by the first day of employment.

For further information please contact:

hr.office@ahmadiyya.ca