



JOB DESCRIPTION

Position Title: School Custodian

Department: National Department of Ta'lim

Immediate Supervisor: Principal, Ahmadiyya Muslim Elementary School (AMES), Barrie

POSITION SUMMARY

Ahmadiyya Muslim Elementary School Barrie is seeking a reliable, responsible, and trustworthy School Custodian to support the safe, clean, secure, and smooth daily operation of the school building.

The School Custodian will be responsible for general caretaking, cleaning, basic maintenance, building security, and monitoring school facilities and equipment. The individual should be able to work independently, identify problems promptly, and respond to the day-to-day operational needs of the school.

Employment Type: Full-Time

Location: AMES Barrie – Jamia Innisfil

Working Hours: Monday to Friday, 7:30 a.m. – 3:30 p.m. (8 hours per day), aligned with the school calendar. Occasional evening or weekend support for school events and emergencies as required. The summer schedule may be reduced in coordination with school administration.

Start Date: As soon as possible

Salary Range: \$29,000 - \$33,000

RESPONSIBILITIES

- Open and secure the school building as required.
- Monitor school entrances, exits, doors, and surrounding areas.
- Support the safe arrival and dismissal of students.
- Ensure classrooms, hallways, washrooms, common areas, and other school spaces are clean and properly maintained.
- Perform routine cleaning and general custodial duties.
- Carry out minor repairs and basic maintenance as needed.
- Regularly inspect the building and report any safety, maintenance, plumbing, electrical, heating, or other facility concerns.

- Monitor and perform routine checks of the designated building equipment, following appropriate procedures.
- Ensure emergency exits and access routes remain clear and safe.
- Assist with snow clearing, salting, and basic outdoor upkeep when required.
- Assist with moving furniture, deliveries, school setup, and storage organization.
- Provide custodial and facility support for school programs, meetings, and special events.
- Immediately report any security, safety, maintenance, or emergency concerns to school administration.
- Maintain school, equipment, tools, and supplies responsibly.
- Perform other reasonable facility-related duties assigned by the school administration.

QUALIFICATIONS

- Reliable, punctual, responsible, and trustworthy.
- Able to work independently with minimal supervision.
- Previous experience in custodial work, building maintenance, security, or a similar role is an asset.
- Basic knowledge of general maintenance and minor repairs is preferred.
- Physically able to perform cleaning, lifting, moving, and general maintenance duties.
- Good communication and interpersonal skills.
- Comfortable working in a school environment around children, staff, and parents.
- Willing to respond to occasional urgent facility needs when required.
- Must meet the school's required background screenings, including a Vulnerable Sector Check, where applicable

Interested candidates can apply with confidence with the Spirit of Waqf by applying [HERE](#). Please note only shortlisted applicants will be contacted further