



## Facilities Caretaker (Full Time)

### ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and, Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Metis Nation, Region 3, St. Mary's is focused on developing the whole person: mind, body and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

### WHAT WE ARE LOOKING FOR:

The Facilities Caretaker will be responsible for working with the Facilities Team, and other staff members to maintain the cleanliness of campus buildings and grounds throughout the year. This includes, but is not limited to, bathrooms, classrooms, Glass, floorwork, mowing grass, weeding, trimming hedges, maintaining flowerbeds, snow shoveling and general maintenance items. They will be required to use various tools including vacuums, mowers, trimmers, shovels, and clippers.

### WHAT WILL YOU DO:

- Responsible for maintaining cleanliness and orderliness in all campus buildings and grounds
- Perform routine cleaning tasks such as sweeping, mopping, dusting and sanitizing to ensure hygienic environment
- Identify and report maintenance issues, such as broken fixtures, leaks to ensure facilities remain safe and functional
- Assist in the day-to-day operations of the facilities by completing work orders, office moves, deliveries, event set ups
- Manage waste disposal, including emptying trash bins, recycling and compost
- Utilize and maintain cleaning equipment and supplies, ensuring they are in good working order and stored properly

- QUALIFICATIONS & ATTRIBUTES :
  - Previous experience in custodial roles is preferred, demonstrating familiarity with cleaning techniques and equipment.
  - Strong attention to detail to ensure thorough cleaning and maintenance of facilities.
  - Ability to perform physical tasks, including lifting, bending, and standing for extended periods.
  - Strong communication skills and ability to communicate effectively with the team.
  - Ability to promote, or at least respect, the institution's Catholic mission and identity.
  - Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

#### WHAT YOU CAN EXPECT:

As a part of the St. Mary's University family, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience.

#### APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to [careers@stmu.ca](mailto:careers@stmu.ca) in word or pdf format, with the Subject Line of: "Facilities Caretaker" by end of day on Friday November 1, 2024. We are unable to accept applications and dossiers through third party platforms.

*St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee ([EDI@stmu.ca](mailto:EDI@stmu.ca)) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources ([careers@stmu.ca](mailto:careers@stmu.ca)). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.*

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.*

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