



Facilities Caretaker (Contract)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, 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 is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

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.

Main responsibilities for this position will include:

- 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

TERM DATES: January 5th 2026 to April 5th, 2026

QUALIFICATIONS

- 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.

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT WE OFFER:

As a part of the St. Mary's University community, eligible employees receive a comprehensive compensation offerings. For more information on our offerings visit <https://stmu.ca/careers/>.

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: Facilities Caretaker **by January 5, 2026**. All applicants must submit a cover letter with salary expectations, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable. **This position will be filled once a suitable candidate is found, interviews will be ongoing as resumes are submitted**

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***