

Building & Grounds Caretaker (Full-Time & Part-Time)

Location: Halton Waldorf School, 2193 Orchard Road, Burlington, Ontario

Compensation: \$19–\$25 per hour

Positions Available: Full-Time and Part-Time

About the Role

We are seeking a reliable, hardworking individual to join our team as a Building & Grounds Caretaker. In this role, you will help ensure that our school environment is clean, safe, welcoming, and well-maintained for students, staff, and visitors. This position involves a wide range of cleaning, repair, and general maintenance tasks both indoors and outdoors.

Key Responsibilities

- Perform general cleaning duties throughout the building.
- Conduct basic repairs on furniture such as desks and chairs.
- Change light bulbs and complete other minor maintenance tasks.
- Maintain outdoor grounds, including seasonal salting, snow removal, and general upkeep.
- Water outdoor gardens from spring through fall.
- Maintain and organize phys-ed equipment.
- Address clogged toilets, sinks, and minor plumbing issues.
- Complete patchwork, painting, and small-scale building touch-ups as needed.
- Collect, sort, and remove compost, garbage, and recycling.
- Clean windows, carpets, and high-traffic areas.
- Assist with set-up and clean-up for special events, as needed.
- Lock and unlock doors at designated times.
- Perform other duties as assigned.

Requirements

- High school diploma or equivalent.
- Current Police Background Check and Vulnerable Sector Screening (or willingness to obtain).

- Related janitorial, custodial, or facilities maintenance experience preferred.
- Strong attention to detail and pride in maintaining clean, safe spaces.
- Reliable, punctual, and able to work independently.
- Ability to lift and move items up to 50 lbs.
- Comfortable working both indoors and outdoors in various weather conditions.

Compensation

- **Hourly:** \$19–\$25 per hour
- **Annual (Full-Time):** \$39,000–\$50,000

Salary placement is based on experience and qualifications.

How to Apply

Please submit your resume and a brief cover letter to Cait Mizzi, Administrative Director via email at cait.mizzi@haltonwaldorf.com. Applications will be reviewed on a rolling basis until the positions are filled.