



St. Edward's School

836 Arlington Street Winnipeg, MB R3E 2E4
Phone: (204) 774-8773 Email: info@stedwards.ca

School Custodian & Elementary Industrial Arts Instructor

Starting in October 26, 2026

School Overview

St. Edward's School is a Kindergarten to Grade 8 Catholic school located in the heart of Winnipeg with over 100 years of history. We foster a loving and supportive environment where faith and academic excellence go hand in hand. Our dedicated staff prepare students not only for future academic success, but also to grow as confident, creative individuals grounded in Catholic values. With faith as their foundation, our students learn that with hard work, a positive attitude, and God by their side, all things are possible.

Position Overview

St. Edward's School is seeking a reliable, skilled, and student focused individual to fill a dual role as School Custodian and Elementary Industrial Arts Instructor. This position combines facility care and maintenance with hands-on support and instruction for Grade 7 & 8 students in practical, creative learning areas such as woodworking, graphic design, sewing, and cooking.

The successful candidate will contribute to a safe, clean, and welcoming school environment while supporting experiential learning that fosters creativity, problem solving, and practical life skills.

Key Responsibilities:

School Custodian Duties

- Perform daily cleaning and sanitization of classrooms, hallways, washrooms, gymnasium, and common areas
- Maintain school facilities, equipment, and grounds in a safe and operational condition
- Conduct minor repairs and report larger maintenance needs as
- Set up and take down spaces for school activities, events, and programs
- Ensure adherence to health, safety, and workplace regulations
- Manage cleaning supplies and equipment
- Schedule and track preventative maintenance (e.g., fire alarms, water systems)
- Respond to building emergencies

Elementary Industrial Arts Duties

- Support or lead elementary industrial arts activities in areas such as:
 - Woodworking
 - Graphic design
 - Sewing and textiles
 - Basic cooking and food preparation
 - Maintain cleanliness, organization, and safety of industrial arts spaces
 - Safely operate and supervise the use of age-appropriate tools and equipment
 - Prepare lesson plans, materials and set up workstations for student activities
 - Model and teach proper tool use, safety practices, and clean up routines
 - Work collaboratively with classroom teachers to support curriculum outcomes
 - Encourage creativity, independence, safety, and teamwork among students
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Required Qualifications

Custodial Qualifications:

- Experience in custodial, maintenance, trades (plumbing/electrical/HVAC), or facility services
- Knowledge of safe tool use and safety procedures when working with children
- Ability to work independently and as part of a school team
- Strong organizational skills and attention to detail
- Physical ability to perform cleaning, lifting, and maintenance tasks
- Clear criminal record check and child abuse registry check (or ability to obtain)

Teaching Qualifications:

- Experience working in a school or with children in a teaching capacity
- Practical experience or strong skills in three or more industrial arts areas (woodworking, sewing, cooking, graphic design, etc.)
- Demonstrate a commitment to the Catholic faith
- Have the ability to work as a member of a school team.
- Have the ability to work with teachers at multiple grade levels.
- Have the ability to work with students who have learning, behavioural/emotional and/or developmental disabilities.
- Have the ability to take initiative and work independently.

Not Required but helpful:

- Hold a current Manitoba Teaching Certificate **or** working towards **or** teaching experience in another country
- Familiarity with elementary school curriculum or hands on learning programs
- Is a practicing Catholic
- First Aid / CPR certification
- WHMIS or workplace safety training
- A letter of reference from your parish priest

Working Conditions

- Combination of custodial shift hours and scheduled instructional/support time
 - 7:30-4pm Monday to Friday
 - 4 hours per week is instructional time
 - Vacation days are to be taken during Christmas or Summer Break
 - Direct interaction with students in supervised learning environments
 - Physical work including lifting, standing, and repetitive movement
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Application Process:

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the position title in the subject line and/or body of your email. Your cover letter, certificates/diplomas related to any qualifications, resume and/or application must clearly indicate how you meet the qualifications for the posted position. Please send the aforementioned documents with three **references to:

Gerald Marion – Principal
836 Arlington Street
Winnipeg, MB R3E 2E4
principal@stedwards.ca

We thank all candidates for their interest. Only those candidates selected for an interview will be contacted. All hiring will be conditional upon the satisfactory results of a recent Child Abuse Registry Check and Criminal Record Check (including the Vulnerable Sector search).

**This posting will remain open until filled.
Interviews may begin shortly after submission of applications.**

**References will not be contacted until after an interview and only if they are considered as one of the top candidates.