



## CUSTODIAN

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### Summary

Working under minimal supervision, the Custodian provides cleaning and minor maintenance services to facilities within established safety, sanitation, security, and appearance expectations. Organizes work to ensure maintenance is prioritized. Accommodates user groups.

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### Job Description

- This position is under the direction and supervision of both the Manager of Operations and Transportation (hereinafter called the 'Manager') and the School Administrator, or designate.
- Performs manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, disinfecting, picking up garbage inside and outside and disposing of material.
- Operates caretaking equipment such as vacuums, polishers, pressure washers, and rug cleaners.
- Performs seasonal cleaning including stripping, scrubbing and waxing floors, washing walls, desks, furniture.
- Moves furniture and equipment for cleaning and user needs.
- Secures all doors and windows, performs interior and exterior security check and sets alarm at the end of shift.
- Prepares areas for user groups and assists and monitors use of facilities and equipment.
- Admits authorized students/visitors/groups to premises. Redirects individuals found in unauthorized areas.
- Performs minor maintenance and reports vandalism and maintenance issues to administration and/or manager.
- Responds to staff and school Administrator requests and tends to emergent situations.
- Order and confirms delivery of supplies.
- To maintain the confidentiality of sensitive information seen or heard.
- All employee conduct must be in compliance with school district policies and provincial legislation.
- *This description includes the essential elements required for job identification and evaluation. However, it does not provide an exhaustive list of duties to be performed.*

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### Typical Qualifications and Skills

- Grade 12 or equivalent
- B.C. Class 5 driver's licence and driver's abstract
- Building Service Worker Certificate (equivalent to 6 weeks of course work)
- Six months' experience performing custodial or building maintenance functions
- Up to date Workplace Hazardous Materials Information System (WHMIS)
- Sufficient strength and stamina to perform the duties and responsibilities of the position to permit the performance of heavy manual work outdoors in all weather conditions

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