



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION

Status: APPROVED

Date: January 10, 2014

Job Title:

Custodian Leadhand

Job Summary:

An employee reporting to the Manager of Operations or designate who performs the duties of a custodian and directs the work of others doing a variety of functions related to the District's custodial services.

Job Requirements:

1. Completion of a Building Service Workers' Course or equivalent experience and/or training with at least two (2) years full time experience, within the last five (5) years, in an educational environment.
2. Possess a valid BC Class 5 Driver's License.
3. Order, maintain and distribute custodial supplies.
4. Verify records relating to custodial supplies such as equipment lists, products lists and order forms and forward to appropriate person as required.
5. Works independently, effectively and efficiently.
6. Follows oral and written instructions.
7. Gives direction to others.
8. Will be required to coordinate custodial activities with other personnel.
9. Must have knowledge of safe work practices.
10. Experience in utilizing various computer applications such as Microsoft Office Suite.
11. Perform other job related duties as may be assigned.

Approved: January 2014
On behalf of CUPE Local 748

Custodian Leadhand
On behalf of School District No. 8 (Kootenay Lake):

S. Morris

Job Conditions:

1. Work is physically demanding and may involve sitting for extended periods, walking, standing, stooping, reaching, lifting, moving furniture and carrying equipment in accordance with WorkSafe BC requirements.
2. Work is indoors in well-lighted and heated buildings. May require occasional outdoor work.
3. There will be occasional unpleasant aspects owing to the nature of the work.
4. There may be extensive travel within the district throughout the calendar year during all types of weather.
5. Must be able to work flexible hours with minimal supervision.

Approved: January 2014
On behalf of CUPB Local 748:

Custodian Leadhand
On behalf of School District No. 8 (Kootenay Lake):

S. Moma