



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION

Status: Approved
Date: March 13, 2015

Job Title

Custodian

Job Summary:

An employee who, under the direction of the Manager of Operations or designate, is responsible for the cleaning, minor maintenance and security of a facility.

Job Requirements:

1. Completion of a Building Service Workers' Course or equivalent and/or training and experience.
2. Cares for and operates required equipment.
3. Utilizes good cleaning practices and procedures, following the district's established processes and protocols.
4. Required to make minor job related repairs to furniture and fixtures currently residing in building (e.g. tighten screws, repair or replace dispensers, etc.) but not to exceed one-half (1/2) hour per shift. Note: This is only applicable if time is available in the shift.
5. Responsible for ordering and maintaining supply inventory and initiates and/or completes work orders as required.
6. Communicates appropriately with other staff members, students and parents as required.
7. Works effectively as part of a collaborative team, maintaining a professional attitude and confidentiality in working relationships with all school personnel, students, parents and the public.
8. Follows oral and written instructions.
9. Works with minimum supervision using strong problem solving and organizational skills.
10. Valid B.C. Class 5 Drivers' License may be required.
11. Minimum Grade 10 education.

Approved: March 2015
On behalf of CUPE Local 748:

A handwritten signature in black ink, appearing to read 'N. Le Ham'.

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

A handwritten signature in black ink, appearing to read 'Susanne Morris'.

12. Must have understanding and knowledge of safe work practices.

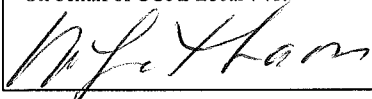
13. Performs building security functions including locking doors, windows and setting of security systems.

14. Performs other job related duties as may be assigned.

Job Conditions:

1. Work is physically demanding and involves walking, standing, stooping, reaching, lifting, moving furniture and carrying equipment in accordance with Workers Compensation 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.

Approved: March 2015
On behalf of CUPE Local 748:



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

