

Group: CUPE

Title: **Custodial Supervisor**

Dept.: Operations

Location: Nelson or Creston Operations

**Position Description:**

Supervise, organize, and coordinate the operations of the custodial department. Ensures safety, cleanliness, sanitation, and security of schools and facilities.

**Reports to:**

Manager of Operations

**Direct Reports:**

Custodial Staff

**Duties & Responsibilities:**

- Supervises custodial work performed by district custodial staff. Plans, schedules and directs the work of staff. Ensures efficiency and productivity.
- Resolves, within scope, issues that may arise in the custodial department.
- Trains new staff on department policies and procedures.
- Provides performance feedback of assigned custodial staff.
- Assists with budget preparation and monitors expenditures.
- Assists with policy development and implementation.
- Ensures compliance of safe work procedures.
- Ensures regular safety checks and maintenance of equipment.
- Ensures buildings are maintained in a clean and sanitary condition. Investigates and resolves identified concerns.
- Maintains inventory of equipment, materials and supplies. Receives and distributes inventory.
- Instructs staff on best cleaning supplies and practices.
- In addition to the above duties, the custodial team leader performs all duties of a custodian as required. (custodian JD link)
- Follows safety rules and protocols, ensuring work site is safe and secure and vehicles and equipment are operating according to standards; proper use and safe handling of hazardous materials (WHMIS).

*The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned*

## **Job Requirements: Minimum Qualifications**

### **Education & Experience:**

- Possess a valid BC Class 5 Driver's License with a clean driving record.
- Grade 12 High School diploma or equivalent.
- Completion of a Building Service Worker's Course Level I and II or equivalent training and certification.
- Three years of experience in custodial operations, with at least one year of supervisory experience, which may extend beyond custodial operations.
- Physical ability to perform the duties and tasks related to all aspects of the custodial department.

### **Skills & Knowledge & Abilities:**

#### **SKILLS:**

- Training and demonstrated competence in the use of computers, word processing, spreadsheets, Teams (Microsoft Office Applications) and district software applications i.e., Web Help Desk, Smart Find Express.
- Custodial experience with a preference in an institutional environment

#### **KNOWLEDGE:**

- Strong familiarity with Custodial processes, site security and safe work procedures and ability to train and demonstrate same.
- Familiarity with supply chain processes such as ordering, inventory counts and distribution.
- Must have a working knowledge of District's Board policies, administrative procedures, and any safe work practices.

#### **ABILITY**

- Ability to provide suggestions and recommendations to the management team for improvements to custodial work tasks.
- Ability to work independently adjusting to changing work requirements.
- Adhering to WorkSafe protocols pertaining to the cleaning and handling of bodily fluids.
- Ability to maintain confidentiality.

#### **RESPONSIBILITY**

- Responsibilities include working under limited supervision using standardized practices and/or methods. Utilization of some resources from other work units may be required to perform the job's functions.
- Must always reflect professionalism and adhere to the district mission, vision and values as outlined in our strategic plan.
- Perform other job-related duties as may be required.

#### **WORKING ENVIRONMENT**

- Work is physically demanding and may involve sitting, walking, standing, stooping, reaching, lifting, moving furniture, and carrying equipment for extended periods of time in accordance with WorksafeBC requirements.

- Work is indoors in well-lit and heated buildings but will require occasional outside work in all environments.
- There will be occasional unpleasant aspects owing to the nature of the work required.
- There will be extensive travel within the district throughout the calendar year driving in all types of weather.
- Must be able to work with minimal supervision.

**SALARY:**

- Wages and employment benefits per CUPE collective agreement.

**KEY RELATIONSHIPS:**

Good Working relationship with:

- Operations Team
- School-based and Board office staff
- Unionized Partners
- Vendors and Contractors
- Community Partners including PAC/DPAC

Next scheduled revision: Winter, 2029

Reviewed and Agreed: February 8, 2024

Reviewed: January 10, 2014