

Group: CUPE

Title: Custodian

Dept.: Operations

Location: School / Site

Position Description:

Provides cleaning and minor maintenance services to facilities within established safety, sanitation, security, and appearance procedures. Organizes work to ensure maintenance is prioritized. Accommodates user groups.

Reports to:

Director of Operations or designate.

Direct Reports:

N/A

Duties & Responsibilities:

- Responsible for the overall cleaning of the site(s) assigned.
- Performs manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, disinfecting, picking up garbage, snow shoveling and disposing of materials.
- Operates caretaking equipment including but not limited to vacuums, polishers, and rug cleaners.
- Performs seasonal clean-up including refinishing of waxed floors, and washing walls, desks, and furniture.
- Moves furniture and equipment for cleaning and user needs.
- Opens building for occupancy, performs initial interior and exterior security check.
- Secures all doors and windows, performs security checks and sets alarm at the end of shift.
- Assists with preparing areas for user groups and assisting and monitoring use of facilities and equipment. Redirects individuals found in unauthorized areas as required.
- Performs minor maintenance and repairs, reports vandalism to administrator and manager or designate.

- Responds to staff and school administrators' custodial requests
- Tends to emergent situations and communicates accordingly.
- Orders and confirms delivery of supplies.
- Operate and care for equipment related to the position.
- Attends district training programs.
- 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:

- Grade 10
- Building Service Worker Certificate (equivalent to 6 weeks of course work) or six months experience performing custodial or building maintenance functions.

Skills & Knowledge & Abilities

SKILLS:

- Custodial or maintenance experience.
- Patience, tact, discretion, professionalism and confidentiality.
- Responding to students, with sensitivity and understanding.

KNOWLEDGE:

- Familiarity with Custodial processes, site security and safe work procedures

ABILITY

- To communicate effectively
- To maintain confidentiality.
- To move furniture and use equipment
- To prioritize.
- To work under limited supervision using standardized practices and/or methods.

RESPONSIBILITY

- Responsible for the cleanliness and security of a building.
- Responsible for communicating with applicable other work groups as required.
- Must always reflect professionalism and adhere to the district strategic plan, policies and procedures.

WORKING ENVIRONMENT

- Work is physically demanding and may involve sitting, walking, standing, stooping, reaching, lifting, moving furniture, working at heights, and carrying equipment for extended periods of time in accordance with Worksafe BC requirements.
- Work is indoors in well-lit and heated buildings but will require occasional outside work in all environments.
- May be exposed to challenging behaviours as well as youth under the influence of substances.
- May be exposed to bodily fluids.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS:

Good working relationships with:

- School District 8 staff
- Students
- Community Partners
- Contractors

Next scheduled revision: Fall, 2028

Revised: June 13, 2024
Revised: March 13, 2015