

A. JOB IDENTIFICATION:

TITLE: CUSTODIAN

DEPARTMENT: PLANT & OPERATIONS

IMMEDIATE SUPERVISORS: SCHOOL PRINCIPAL and PLANT OPERATIONS SUPERVISOR

B. JOB SUMMARY:

The Custodian is responsible for maintaining his/her designated areas of cleaning, including the classroom, school areas and Board facilities clean and safe as per the established standards identified in the custodial procedure manual. He or she is responsible for the prevention and maintenance of hazardous or dangerous situations, which could result in accidents and/or fire. The incumbent is responsible for preventative waste management or careless use of supplies, equipment and other utilities.

C. DUTIES AND RESPONSIBILITIES:

- Perform daily and scheduled housekeeping duties as described in the Custodial Procedure Manual.
- Ensure the safety of students and staff by keeping building and grounds free of hazards that may cause accidents.
- Maintain the facility and property at all times, sweep, mop, vacuum, dust, spray buff, pick up and take out garbage and empty pencil sharpeners.
- Clean and sanitize washrooms, drinking fountains, garbage containers, clean glass, chalkboard brushes, walls and furniture.
- Replenish dispensers such as toilet tissue, paper towels and hand soap.
- Scrub, strip and finish floors, clean and change lights and fluorescent tubes as required.
- Keep all access areas clean and safe by sweeping, shoveling, salting and sanding.
- Operate heating, cooling and ventilating systems for energy savings.
- Perform minor repairs to furniture, equipment, school property, etc... and performs preventative maintenance as required.
- Order materials and supplies as required. Unpack, keep inventory and complete forms as required.
- Move furniture or equipment within buildings as required for various activities or functions.
- Inspects playground surfaces and equipment and operate and test life safety systems.
- Maintain log books and inspection manuals such as electrical, fire, etc...
- Operate equipment such as wet/dry vacuum, scrubber, floor machines, sidewalk sweeper, ladder, assorted mops and pails, various hand tools and carpet cleaner.
- Perform other duties as assigned which are unplanned and of a transient nature and are consistent with the above job summary and duties.

D. QUALIFICATIONS:

- Grade 12 education – basic computer skills; ability to email.
- Minimum of one (1) year work related experience.
- Applicants must be in good health and willing to pass a medical examination if required.
- Knowledge of heating, plumbing and electrical systems.
- Requires the ability to maintain premises in clean condition throughout the year.

Incumbent Signature

Supervisor Signatures