

## JOB DESCRIPTION

**Position:** Custodian

**Position Summary:** Under the supervision of the Supervisor/Principal/Custodian-In-Charge, clean and maintain District facilities and ensure building security.

### POSITION DUTIES

### RESPONSIBILITIES

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|----------------------|--|
| 1. Cleaning          | <ul style="list-style-type: none"> <li>• clean District facilities and contents using a variety of equipment, chemical products and cleaning apparatus</li> <li>• ensure Occupational Health and Safety and WHMIS Regulations are followed</li> <li>• replenish consumables</li> <li>• clean up bodily fluids in accordance with district policy and infectious control measures</li> <li>• perform minor maintenance, such as changing light bulbs, unplugging toilets, etc.</li> <li>• remove snow, ice and garbage</li> </ul> |
| 2. Building Security | <ul style="list-style-type: none"> <li>• check and secure buildings and set alarms, arrange emergency call-out as required;</li> <li>• monitor activities in the building, set up for functions and respond to requests to access rooms</li> <li>• monitor building systems and safety equipment</li> </ul>  |
| 3. Communication     | <ul style="list-style-type: none"> <li>• communicate with students, staff and others, respond to inquiries and provide general information</li> <li>• maintain confidentiality of information</li> </ul>   |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

### **Qualifications, Fitness and Ability**

Completion of Grade 10 plus Custodial Worker Program certificate or equivalent.

Three months recent **successful** experience in the application of modern custodial methods and procedures required for school district plants.

Demonstrated knowledge of materials, methods and equipment used in custodial work.

Demonstrated ability to work with minimal supervision.

Demonstrated ability to read, write and follow instructions.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Physically able to do all aspects of the job.