



School District #54 (Bulkley Valley)
JOB DESCRIPTION

MAINTENANCE – CUSTODIAN
Location: District

SUMMARY:

Reporting to the Custodial Supervisor and working primarily an afternoon shift, the Custodian provides custodial and minor maintenance services ensuring District facilities are properly cleaned, safe and secure. The work may involve frequent interruptions. The custodian's work reflects the District's focus on facility cleanliness and safety

DUTIES

1. Cleans by dusting, mopping, washing vacuuming, polishing, sweeping, disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and windows (inside and out).
2. Refills toilet paper, towel and soap dispensers.
3. Operates a variety of equipment such as vacuums and polishers, etc.
4. Empties and cleans garbage/recycling receptacles inside and outside.
5. Performs minor maintenance duties (e.g. unplugs toilets and sinks, tightens screws, replaces chair feet), as necessary.
6. Moves furniture and equipment as required to facilitate cleaning.
7. Replaces bulbs and fluorescent tubes as required.
8. Secures all doors and windows, makes security checks and sets intrusion alarms at end of shift.
9. Ensures furniture and equipment are ready for use by various user groups and monitors their use of facilities and equipment.
10. Orders and checks delivery of supplies.
11. Submits maintenance requests to the Custodial Supervisor.
12. Reports vandalism problems to the Principal/Vice-Principal.
13. Salts, sands and clears snow from exterior entrances.
14. Keeps custodial rooms neat and tidy.
15. Responds to requests from the Principal/Vice-Principal and Custodial Supervisor.
16. Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information.
17. Maintains the confidentiality of information seen or heard.
18. Works as a team member to manage the custodial work load and assists other Custodians as required.
19. May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

QUALIFICATIONS:


1. Completion of Grade 11
2. Previous custodial experience would be an asset
3. Demonstrated ability to use initiative to determine, judge and select appropriate course of action
4. Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
5. Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation


Agreed to:



CUPE Job Description Committee



CUPE Job Description Committee



Secretary Treasurer