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## CUSTODIAN – ON CALL

**Hours per week:** Up to 40 hours per week; full-time and part-time work available.

**Location:** Various

**Pay Rate:** \$22.12 per hour

### District Overview

Driven by our goal of having students thrive in their personal achievements, Saanich Schools provides challenging and engaging educational programs within a safe and nurturing learning environment for the 8,000 students who live and learn here. Our school district is comprised of 18 schools with the singular focus of delivering high quality education so our students can realize their personal goals which include post-secondary and employment opportunities around Canada and the world. Our staff of over 1,300 caring professionals are here to make dreams turn into reality.

## JOB DESCRIPTION

### CLASSIFICATION

Facilities

### POSITION

Custodian

### SUMMARY

Under direct supervision of the Custodial Supervisor/Head Custodian, performs cleaning and minor maintenance tasks to ensure that district facilities are maintained with regard to safety, sanitation, security and appearance.

### DUTIES

- Cleans by dusting, mopping, washing, vacuuming, polishing, brushing, disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and other surfaces and restocks washroom supplies
- Cleans glass surfaces not requiring the use of scaffolds or safety devices
- Cleans and maintains wax and polish finishes on floors, furniture and fixture surface coatings
- refinishes floors
- Requests and stores cleaning supplies and materials and provides routine maintenance on cleaning tools and equipment
- Clears and cleans waste containers and disposes office refuse and recyclables (paper, cardboard) in outside bins
- Moves furniture and equipment as requested by the Administrator and approved by the Custodial Supervisor
- Reports furniture, fixtures and other facilities in need of repair and performs minor maintenance including the replacement of lamps and tubes
- Locks, secures and activates building security system
- Facilitates community use groups
- Assists temporary employees when directed by the Head Custodian
- Performs minor maintenance (carpet cleaner, buffers, scrubbers)
- Responds to heat, fire and alarm systems according to procedures

*\* Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

## QUALIFICATIONS

- Grade 10
- Valid BC Class 5 Driver's license (for multi-location positions)
- Relevant skills (e.g. custodial and housekeeping services)
- Six months related experience

*\* Or an equivalent combination of training and experience.*

## DESIRABLE SKILLS

- Working knowledge of WHMIS legislation and WCB regulations

*\* Or an equivalent combination of training and experience.*

**TO APPLY:** Email your resume to [hr\\_cupe@saanichschools.ca](mailto:hr_cupe@saanichschools.ca) with the email and/or subject line indicating you are interested in "on-call Custodial work"