

**SCHOOL DISTRICT NO. 63  
(SAANICH)**

**JOB DESCRIPTION**

**CLASSIFICATION**

Facilities

**POSITION**

Head Custodian

**SUMMARY**

Under limited direction of District Custodial Supervisor and School Administration performs cleaning and minor maintenance tasks to ensure that District facilities are maintained with regard to safety, sanitation, security and appearance.

**DUTIES**

- Supervises employees
  - Receives, evaluates and refers problems and complaints from custodial staff to school administration
  - 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 including the maintenance of inventory records and provides routine maintenance on cleaning tools and equipment
  - Clears and cleans waste containers and disposes of refuse and recyclables (paper, cardboard) in outside bins
  - Moves furniture and equipment as requested by Administrative Officer and approved by the District Custodial Supervisor
  - Consults with School Administration regarding school needs including furniture, fixtures and other facilities in need of repair
  - Performs minor maintenance or emergency clean up related to health or safety issues including the replacement of lamps and tubes
  - Locks, secures and activates building security system at completion of shift
  - Facilitates community use of the school building(s) and inspects the area used to ensure that facilities have been left in good condition
  - Provides minor trouble shooting of heating, electrical and fire systems
  - Participates on critical response team
- \* Performs other assigned duties that are within the area of knowledge and skills required by the job description

**QUALIFICATIONS**

- Grade 10
  - Three years related experience
  - Certificate in Custodial and Housekeeping Services
  - Formal training in Personnel Practices (e.g., Human Resource Management, Effective Supervision, Effective Communication)
  - Valid B.C. Class 5 Driver's License (for multi-location positions)
  - Basic knowledge of the operation of heating, electrical, fire and alarm systems and gas shutoffs
  - Working knowledge of WHMIS legislation and WCB regulations
- \* Or an equivalent combination of training and experience

**DATE**

April 2003