

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

JOB DESCRIPTION

CLASSIFICATION

Facilities

POSITION

Lead/Day Custodian

SUMMARY

Under minimum supervision of the District Custodial Supervisor/Head Custodian or School Administration performs cleaning and minor maintenance tasks to ensure that district facilities are maintained with regard to safety, sanitation, security and appearance. This position covers both the Lead Custodian and Day Custodian positions.

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 floors and fixtures throughout the school term. Refinishes and waxes floors during summer breaks (and winter and spring breaks as required)
- Requests and stores cleaning supplies and materials 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 the School Administration and approved by the District Custodial Supervisor
- Consults with School Administration and Lead Custodian/District Custodial Supervisor regarding school needs including furniture, fixtures and other facilities in need of repair or emergency clean up related to health or safety issues
- Reports furniture, fixtures and other facilities in need of repair and performs minor maintenance including the replacement of lamps and tubes
- Operates building security system as directed
- Provides minor troubleshooting of heating, electrical and fire systems
- Liaises with district maintenance staff and regulatory agencies as directed by School Administration
- Facilitates community use of the school buildings(s) and inspects area used to ensure that facility has been left in good condition
- May supervise other employees
- Follows work alone procedures
- Participates on critical response team as directed by the School Administration

Dayshift

- Maintains regular radio contact with school administration throughout shift
- Participates in Site Safety Committee Meetings and Emergency Preparedness Planning sessions when required
- Participates in school-based emergency drills (e.g. Fire drills and Lockdown drills) including securing, locking and activating security systems when appropriate.
- Provides clean cloths and mops for evening shift custodians by washing them
- Performs perimeter building checks for graffiti and removes all waste, needles, etc.

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- Opens boom gates, deactivates alarms, opens exterior doors, blinds and inside hall gates
- Spreads ice melt in front of main doors and entrances and out to 8 feet when necessary (including sidewalks when time permits).
- Cleans up biofluids (e.g. Blood, vomit, excrement, etc.)
- Maintains, orders and faxes Custodial Supply Form to custodial office

Evening Shift

- Secures boom gates, windows, blinds, hall gates and activates alarms
 - Cleans up all bio fluids (e.g. Blood, vomit, excrement, etc.)
 - Spreads ice melt in front of main doors and other community use entrances when necessary
 - Facilitates community use of building(s) and inspects the area(s) used by the community users to ensure the facilities have been left in good condition and reports any damage to Custodial Supervisor and/or Custodial Manager
 - Maintains, orders and faxes Custodial Supply Form to custodial office.
- * Performs other assigned duties that are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 10
 - One year related experience
 - Relevant skills (e.g. Building Service Worker Level 1)
 - Working knowledge of WHMIS legislation and WSBC Regulations
 - Valid B.C. Class 5 Driver's License (for multi-location positions)
- * Or an equivalent combination of training and experience

DATE

June 2023