

**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 throughout the school year and directs employees during summer cleanup
 - 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 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 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 minor repair. Reports any repairs needed to school administration for follow-up.
 - 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 and reports any damage to Custodial Supervisor and/or Custodial Manager
 - Maintains, orders and faxes Custodial Supply Form to custodial office.
 - 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
- Building Service Worker – Level 1 & Level 2
- Formal training in Personnel Practices (e.g. Managing Workplace Conflict, Effective Supervision, Respectful Communication for Supervisors)
- 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 and location of panels for each system
- Working knowledge of WHMIS legislation and WSBC regulations

* Or an equivalent combination of training and experience

DATE

June 2023