

SCHOOL DISTRICT NO. 63
SAANICH

JOB DESCRIPTION

CLASSIFICATION

Facilities

POSITION

Custodian

SUMMARY

Under direct supervision of the Custodial Supervisor/Head Custodian, performs cleaning and 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 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, equipment and carts
- Provides recycling bags for receptacles and compost when necessary.
- 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 to Lead or Head Custodian.
- 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.*

**May be asked to provide coverage as a Job 28 Lead/Day as required.*

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

DESIRABLE SKILLS

- Working knowledge of WHMIS legislation and WSBC regulations

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

DATE

May 2023