

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

JOB DESCRIPTION

CLASSIFICATION

Clerical

POSITION

Custodial and Community Use Coordinator

SUMMARY

Under direction of the Manager of Custodial and Community Services, performs administrative and financial duties to support the Custodial and Community Use department.

DUTIES

Administrative Duties

- Answers, screens and refers inquiries or takes messages by telephone or in person and consults with district staff, other professionals and outside agencies as appropriate
- Communicates and liaises with outside agencies, organizations and other related professionals
- Designs and produces complex documents (e.g. newsletters, posters, flyers, brochures, handbooks, presentations)
- Produces and files confidential reports and correspondence
- Updates District email repository with appropriate departmental information, forms, etc.
- Matches Community Use clients with most suitable facility
- Coordinates and prepares work orders for Custodial Fob access and daycare security codes
- Coordinates Facility Monitors and/or custodians for functions
- Receives replacement requests and assists with daily custodian dispatch/staffing
- Informs schools and appropriate staff of daily custodian absences and replacements
- Participates in initiatives to improve departmental systems, processes, procedures and workflow

Financial Duties

- Prepares purchase orders and check requests
- Codes invoices to correct G/L account
- Monitors and reports on departmental budget information
- Maintains and reconciles a petty cash fund
- Reviews and processes employee reimbursements and mileage claims
- Coordinates and monitors operating rental agreements, including liaison with municipalities and recreation centres
- Prepares invoices for, and collects and monitors, rental payments using Booking software (e.g. Rycor)
- Reconciles Community Use revenue on a quarterly basis
- Receives records and prepares daily deposits
- Maintains electronic and manual records for staff attendance

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

QUALIFICATIONS

- Grade 12
- Diploma in Business Administration
- Working knowledge of word processing and spreadsheet products
- Working knowledge of Accounting and Attendance Management systems

- Three years' related experience
- Valid B.C. Class 5 Driver's license
- Minimum word processing speed 60 W.P.M.

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

DESIRABLE SKILLS

- Basic knowledge of district policies and procedures
- Demonstrated effective interpersonal and communication skills and customer service skills
- Demonstrated ability to use conflict resolution strategies in order to maintain a positive, productive and professional approach at all times

DATE

May 2023