

**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