

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

**JOB DESCRIPTION**

**CLASSIFICATION**

Facilities

**POSITION**

Emergent Custodian

**SUMMARY**

Under direct supervision of the Custodial Manager, performs cleaning and minor maintenance tasks to ensure that district facilities are maintained with regard to safety, sanitation, security and appearance.

**DUTIES**

- Responds to on-call assignments, and emergency facility situations through a workorder based system.
- Answers a district phone and uses a tablet to access EBASE workorders.
- Use of a School district vehicle and is expected to maintain cleanliness and product stock for next work order.
- Responding immediately to unexpected situations at all School District 63 locations such as flooded washrooms, vandalism, and various safety hazards (such as broken glass, animal excrement, bio fluids etc).
- Clean/disinfect desks and high touch points.
- Cleans by mopping, washing, vacuuming, polishing, brushing, disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and other surfaces and restocks washroom supplies that are used.
- Cleans glass surfaces not requiring the use of scaffolds or safety devices.
- Requests and stores cleaning supplies and materials and provides routine maintenance on cleaning tools, equipment and carts.
- Moves furniture and equipment as requested by Manager or Site Administration for cleaning purposes.
- Liaises with district maintenance staff and regulatory agencies as directed by Manager/Supervisor.
- Operates building security systems as required.
- Secure / unsecure building perimeters as required.
- Performs minor maintenance (carpet cleaner, buffers, scrubbers).
- Manager will assign Projects when there are no calls in cue.
- Responds to heat, fire and alarm systems according to procedures.
- Follows District Protocols for working alone.
- Will assist in summer clean up procedures at Managers request.

\* *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**

May 2026