SAANICH SCHOOLS
SCHOOL DISTRICT 63 (SAANICH)
2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5
Phone: (250) 652-7300 Fax: (250) 652-6421 saanichschools.ca

Job Posting: Posting Detail

Posting: C2627/024 **Description:** Custodian – ON-CALL
Start Date: ASAP **End Date:**
Posting Date: Oct 1, 2026 **Closing Date:** Dec 9, 2026 – 4:00pm

Location	Position	Assignment Type	Hours
Custodial	Custodian	Temporary	up to 40

Current Shift: This is an **ON-CALL** position working on an as-needed basis up to 40 hours per week, Monday to Friday, 12 months per year. **THERE ARE NO GUARANTEED HOURS.**

Pay Rate: $25.80

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