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:** C2627/176 **Description:** Custodian
**Start Date:** Nov 23, 2026 **End Date:** Mar 31, 2027
**Posting Date:** Nov 12, 2026 **Closing Date:** Nov 18, 2026 – 4:00pm

| Location | Position | Assignment Type | Hours |
|---|---|---|---|
| Custodial | Custodian | Temporary | 40 |

**Location:** Stelly's Secondary

**Current Shift:** 3:00pm - 11:30pm Monday to Friday (includes 1/2 hour unpaid lunch). 12 months per year

During Winter, Spring, and Summer breaks, hours are 7:00am to 3:30pm

Grounds, Maintenance, Data Services, and Custodial employees in posted assignments will work additional time from the first day of school in September to the second Friday in May, excluding Winter Break and Spring Break. This additional time is worked in lieu of the spring closure week in order to allow employees in continuing and temporary assignments to be paid their regular pay during the spring closure week as per Letter of Understanding - Spring Closure Week.

**Pay Rate:** $25.80 (any continuing employee awarded a temporary position will receive the continuing rate of pay for the position)

**End Date:** March 31, 2027, or return of incumbent, whichever comes first

## 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