SCHOOL DISTRICT #42 Maple Ridge - Pitt Meadows

JOB DESCRIPTION

TITLE: Head Custodian DATE: May 1998

REVIEWED: May 2007

PAY GRADE: LOCATION: Secondary Schools

SUMMARY: Performs a variety of custodial duties to ensure the safety, cleanliness and security of

school facilities and grounds.

DUTIES:

1. Supervises custodial staff and orients new custodians.

- Assigns the work of custodians to ensure timely completion of assignments and fair distribution of workloads.
- 3. Liaises with school administration on a daily basis regarding school operations and needs.
- 4. Cleans buildings by performing duties such as: sweeping, vacuuming, mopping, polishing floors, stairways and entrances; using cleaning solutions; dusting and wiping furniture; disinfecting washrooms; replenishing washroom supplies; cleaning walls and windows; picking up and disposing of garbage both inside and outside the building; and removing hazardous objects from grounds.
- 5. Secures building by making interior/exterior security checks, activating/de-activating alarm systems and by locking/unlocking doors and windows according to school schedule.
- 6. Coordinates custodial work around activities for community use of schools. Locks and unlocks facilities for user groups. Communicates school rules to facility users.
- 7. Moves and sets up classroom furniture, equipment and supplies.
- 8. Completes work order or reports to Facilities unsafe conditions including discharged, damaged or missing fire extinguishers and sprinkler heads.
- 9. Orders and maintains necessary custodial supplies and reports building repairs.
- 10. Performs a variety of minor repairs and maintenance such as: replacing light bulbs, fluorescent tubes and filters; boarding up broken windows; and clearing blockages in plumbing fixtures.
- 11. Delivers supplies and equipment to various locations throughout the building and assists in unloading large deliveries.
- 12. Ensures walkways are cleared by shoveling snow, removing ice deposits, leaves and other debris.
- 13. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

- 1. Successful completion of Grade 10 plus a Building Service Worker Certificate from a recognized college/institution and one (1) year experience or equivalent training and experience in an institutional setting plus six (6) months experience in a supervisory capacity.
- 2. Successful completion of a course in Supervisory Skills from a provincial post-secondary institution or as offered by the Board.
- 3. Knowledge of materials, methods and equipment used in custodial work.
- 4. Knowledge of safety procedures related to work performed.
- 5. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
- 6. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
- 7. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
- 8. A valid B.C. driver's license.

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