

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE	Utility Custodian	DATE:	March 2003
		REVIEWED:	May 2007
PAY GRADE:		LOCATION:	Custodial Services

JOB SUMMARY: Performs a variety of custodial duties to ensure the safety, cleanliness and security of school facilities and grounds and ensures adequate levels of custodial supplies.

DUTIES:

1. Delivers supplies and equipment to various locations throughout the district and assists in the unloading of large deliveries. Orders and receives custodial supplies ensuring an adequate inventory. Organizes and maintains the warehouse.
2. Cleans buildings by performing duties such as, but not limited to: 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.
3. Secures building by making interior/exterior security checks, activating/de-activating alarm systems and by locking/unlocking doors and windows according to school schedule.
4. Moves and sets up classroom furniture, equipment and supplies.
5. Completes work order or reports to Facilities unsafe conditions including, but not limited to: discharged, damaged or missing fire extinguishers, sprinkler heads and concerns with emergency lighting systems.
6. Reports necessary custodial supply needs and building repairs.
7. Performs a variety of minor repairs and maintenance such as, but not limited to: replacing light bulbs, fluorescent tubes and filters; boarding up broken windows; oiling motors; and clearing blockages in plumbing fixtures.
8. Ensures walkways are cleared by shoveling snow, removing ice deposits, leaves and other debris.
9. Responds to a variety of emergency conditions. Assists and relieves school-based custodians as required.
10. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS

1. Successful completion of Grade 10 plus a Building Service Worker Certificate from a recognized college/institution plus three (3) months experience or equivalent training and experience in mechanical repair.
2. Knowledge of materials, methods and equipment used in custodial work.
3. Knowledge of safety procedures related to work performed.
4. Willingness to become proficient in a variety of computer programs such as email, word processing, and spreadsheet applications.
5. Sufficient physical strength, health and coordination to permit the performance of the duties and responsibilities of the job.
6. Demonstrated ability to work independently or as part of a team.
7. Demonstrated ability to communicate effectively and function harmoniously with staff, students, parents, and visitors.
8. Demonstrated ability to exercise mature judgment and initiative.
9. A valid B.C. Driver's License.

JOINT COMMITTEE MEMBER'S SIGNATURES:
