

SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows

JOB DESCRIPTION

TITLE: District Custodian

DATE: May 2005

REVIEWED: May 2007

PAY GRADE:

LOCATION: Custodial Services

SUMMARY: Performs a variety of custodial duties to ensure the safety, cleanliness and security of school facilities and grounds. Responds to a variety of district conditions and relieves school-based custodians as required. Reports to Custodial Services for assignments.

DUTIES:

1. 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.
2. Secures buildings by making interior/exterior security checks, activating/de-activating alarm systems and by locking/unlocking doors and windows according to the school schedule.
3. Liaises with school administration as required regarding school operations and needs.
4. Moves and sets up classroom furniture, equipment and supplies.
5. Completes work orders and/or reports unsafe conditions including discharged, damaged or missing fire extinguishers and sprinkler heads and concerns with emergency lighting systems.
6. Reports custodial supply needs and building repairs as necessary.
7. 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.
8. Delivers supplies and equipment to various locations throughout the district and assists in unloading large deliveries.
9. Ensures walkways, storm and roof drains are cleared by shoveling snow, and removing ice deposits, leaves and other debris.
10. Responds to a variety of emergency and district conditions of a custodial nature as needed. Assists and relieves school-based custodians as required. Reports to Custodial Services for assignments.
11. Performs other assigned comparable duties within the scope of knowledge, skills and abilities required for the 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.
2. Knowledge of materials, methods and equipment used in custodial work.
3. Knowledge of safety procedures related to work performed.
4. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
5. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. A valid B.C. Driver's License.

JOINT COMMITTEE MEMBER'S SIGNATURES:
