

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

**JOB DESCRIPTION**

**TITLE:** Elementary Custodian II

**DATE:** May 1998

**REVIEWED:** May 2007

**PAY GRADE:**

**LOCATION:** Elementary 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.
2. 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 six (6) months experience or equivalent training and experience in an institutional setting plus three (3) months experience in a supervisory capacity.
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:**
