

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

MAINTENANCE - CUSTODIAN

Rate of Pay: **Band # 6**

Location: District

SUMMARY

- Provides custodial and maintenance services to schools and other District facilities in accordance with established procedures, with regard to safety, health, sanitation, security, and appearance.

DUTIES & RESPONSIBILITIES

- performs a variety of manual tasks such as dusting, sweeping vacuuming, washing, scrubbing, and disinfecting facilities' surfaces such as floors, carpets, windows (inside and outside), sinks, toilets, urinals, walls, desks, etc.
- refills toilet paper, towel and soap dispensers
- operates a variety of caretaking equipment, such as vacuums, polishers and rug cleaning equipment, etc.
- collects and removes garbage inside and outside facilities to a distance of 5 meters and disposes of same
- moves furniture and equipment as required to facilitate cleaning
- replaces bulbs and fluorescent tubes as necessary
- secures all doors and windows, makes security checks and sets intrusion alarms at end of shift
- makes necessary areas available for user groups, provides assistance and monitors their use of facilities and equipment in accordance with District policy and regulations
- orders and checks delivery of supplies
- submits maintenance requests and reports vandalism problems to the Administrative Officer(s)
- makes minor repairs and adjustments as necessary and as time permits
- keeps custodial rooms neat and tidy
- responds to requests from the staff and Administrative Officer(s)
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard
- work as a team member to manage the custodial work load and develop and streamline procedures

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate) preferred
- Building Service Worker certificate or training equivalent to 40 hours of instruction i.e. one week

EXPERIENCE

- six months of related experience
- WHMIS 2015 Certificate and familiarity with Work Safe BC (WCB) safety procedures

SKILLS & ABILITIES

- demonstrated working knowledge of materials, methods and equipment used in custodial work
- competent in the use and care of cleaning equipment
- ability to use courtesy and tact in explaining, exchanging data or information
- ability to use judgement to select which methods are applicable in any given situation
- physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.