


WSÁNEĆ SCHOOL BOARD 	JOB DESCRIPTION Job No. 24
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POSITION	Custodian
CLASSIFICATION	
DEPARTMENT	Operations and Maintenance
SALARY RANGE	

SUMMARY


Under direct supervision of the Maintenance Supervisor performs cleaning and minor maintenance tasks to ensure that district facilities are maintained with regard to safety, sanitation, security, and appearance.

SCOPE

Works in accordance with Board policy and procedure to provide the students and staff of the WSÁNEĆ School Board with a safe, secure, comfortable, and clean environment. The scope of work includes the daily opening along with daily, weekly, monthly, and annual cleaning of the following facilities: ŁÁU, WELNEW Tribal School including potables, Cultural Building, and gymnasium. WSÁNEĆ Leadership Secondary School. Saanich Adult Education Centre, Administration, SŁEŁEMW Child Development Center. Incumbents will be assigned to care for a group of buildings. May be required to work nights and weekends to open and close buildings.

DUTIES

- Demonstrate leadership by taking responsibility for recognizing and developing potential in our WSÁNEĆ school community.
- Open buildings daily and ensure readiness i.e., safety, lights, and temperature.
- Carry out daily inspections of building for general concerns i.e., water leaks.
- Clean entrance ensuring that first impressions are inviting before the arrival of staff.
- Cleans by dusting, mopping, washing, vacuuming, polishing, brushing, disinfecting, or scrubbing all surfaces of furniture, furnishings, floors, walls, and other surfaces.
- Cleans glass surfaces not requiring the use of scaffolds or safety devices.
- Check, clean, sanitize and restock washrooms, towel cabinets and kitchen areas daily.
- Identify and resolve minor problems such as adjusting heating, electrical and fire systems.
- Spot clean as required.
- Machine wash all mop heads regularly and surface clean all power operated machines monthly.
- Cleans and maintains wax and polish finishes on floors, furniture and fixture surface coatings.
- Requests and stores cleaning supplies and materials and provides routine maintenance on cleaning tools and equipment.
- Clears and cleans waste containers and disposes office refuse in outside bins.
- Moves furniture and equipment as requested by the Maintenance Supervisor
- Reports furniture, fixtures, and other facilities in need of repair and performs minor maintenance including the replacement of lamps and tubes.
- Keep supplies orderly, record supplies used and monitor inventory of supplies and tools.
- Inspect all power tools and report deficiencies to supervisor regularly.
- Schedule and carry out major cleaning tasks on Pro D days or other days of vacancy or as requested by supervisor.
- Maneuver heavy carts, operate power equipment, lift between 20 and 40 lbs., work with chemicals and odors, and climb ladders and scaffolding.
- Locks doors and windows and secures and activates building security system.
- Facilitates rental of Cultural Building for evening events and prepare as necessary.

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- Assists temporary employees when directed by Maintenance Supervisor
- Performs minor maintenance (carpet cleaner, buffers, scrubbers)
- Performs other assigned duties that are within the area of knowledge and skills required by the job description.
- Participate in work related training as required.

QUALIFICATIONS

- Grade 10
- Relevant skills (e.g., custodial, and housekeeping services)
- Valid Occupational First Aid, WHIMS certificate and Criminal Record Check
- Six months related experience

DESIRABLE SKILLS

- Working knowledge of WCB regulations or an equivalent combination of training and experience

KNOWLEDGE AND ABILITIES

- Working knowledge of cleaning and janitorial equipment (i.e., vacuums, floor burnisher, and dollies) and products and their operation
- Maintain cleanliness, safety, and appearance of the facilities.
- Read and follow specifications and instructions and carry out basic math.
- Recognize unsafe or unsanitary situations and take appropriate action.
- Resolve routine problems and refer non routine problems to supervisor.
- Work as a team member, sharing information and workload.
- Initiate and complete daily, weekly, monthly tasks and routines
- Communicate verbally, clearly, and constructive with students, staff, and the public.

Note: Candidates of First Nations ancestry preferred
Lesser-qualified candidates may be appointed at a lower salary level.

DATE

April 2021