

CUSTODIAL DAY TEAM LEADER**TEAM LEADER DUTIES AND RESPONSIBILITIES****1. Position Summary**

Under the direction of the Director of Custodial Services, the Custodial Day Team Leader is responsible for overseeing all the custodial functions in the building.

2. Duties**Permits**

- Ensure all permits are posted in the custodial office.
- Arrange custodial coverage for all evening and week-end permits when weekend sheet states "custodian on duty".
- Help plan for coverage during breaks for openings and closings.
- Facilitate any set-up of equipment requested by a user group.
- Administer the overtime rotation by seniority as stated by article 13.08 of the Collective Agreement.

Building Mechanical

- Maintain, along with tradesmen, all mechanical equipment in the building including all daily, weekly, monthly, and annual servicing with respect to boilers, air handlers, unit ventilators, force flow heaters, radiators, pumps, sump pits, exhaust fans, compressors, exit lights, eye wash stations, air dryers, etc.
- Check crawlspace daily.
- Maintain custodial log book.
- Fill boiler chemical pot feeder as advised by contractor.

Exterior and Grounds

- Clear snow off all walkways in winter.
- Keep snow clearing records.
- Clean hardtop of debris and glass.
- Inspect play structures before students arrive daily.
- Report any outside damage to the Service Centre.
- Inspect exterior lighting.

Custodial Supplies and Supplies Budget

- Ensure that all custodial cleaning supplies and paper products are ordered and in the school.

- Monitor supply budget.
- Order products for all breaks.

Health, Safety and Fire Regulations

- Report / address all safety concerns.
- Operate fire panel for fire drills.
- Check fire extinguishers monthly and initial.
- Update custodial MSDS binders.
- Adhere to Health and Safety policies.
- Order and distribute PPE.
- Ensure WHMIS labels are on all chemical containers.

Supervisory Role

- Liaise with the evening custodians daily.
- Issue assistance and direction to the custodial staff members.
- Maintain communication with the Principal and Service Centre.
- Orient new custodians to their work assignments.
- Show all replacement custodians their responsibilities.
- Attend monthly Team Leader meetings.
- Post all correspondence in the custodial room.
- Develop cleaning schedule / plan for break periods.
- Carry the custodial cell phone.

Building - General

- Do minor repairs.
- Issue work repair requisitions.
- Assist with contractors and Divisional trades.

3. Education

- Grade XII or GED.
- Power Engineering Certificate – Fifth Class preferred.
- General mechanical aptitude.
- Knowledge of electrical, plumbing systems, heating and air conditioning systems, and computers.

4. Experience

- Three to four years experience as a custodian.

5. Physical Demands

- Continuous physical activity through walking, bending, climbing, stretching and standing while cleaning and conducting general maintenance.
- Occasional heavy lifting and awkward positions.