

CUSTODIAN

1. Position Summary

Under the direction of the Custodial/Maintenance Management team and support from the Custodial Day Team Leader, Custodial Night Team Leader and the school Principal clean and maintain assigned work areas, conduct building security activities and perform other general related duties as outlined below.

2. Duties

Permits

- Respond to requests of user groups.

Building Mechanical

- Respond to any breakdown or failure of equipment in the day or evening by either:
 - Doing a repair.
 - Calling a supervisor.

Exterior and Grounds

- Keep walkways clear of snow and ice for user groups entry and exit.

Custodial Supplies and Equipment

- Stock custodial rooms with supplies.
- Report supplies that are running low to the Day Team Leader.
- Use and maintain custodial equipment.

Building General

- Remove trash.
- Dusting.
- Sweep/wash floors.
- Clean/wipe tables, desktops and walls.
- Clean and maintain washrooms.
- Burnish or spray buff, halls and rooms.
- Floor stripping, scrubbing and recoating.
- Secure doors and windows.
- Assist in setup and tear down of furniture and equipment for school events.

3. Education

- Grade 12.
- Power Engineering Certificate preferred.
- General mechanical aptitude.
- Knowledge of cleaning products and procedures.
- WHMIS training.

4. Physical Demands

- Continuous physical activity through walking, bending, climbing, stretching and standing.
- Occasional heavy lifting and awkward positions.
- Some ladder work.