

Custodian Spareboard Job Description

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POSITION DESCRIPTION Custodian Spareboard

Responsible to the appropriate Manager or his/her assistant through the Head Custodian or Custodial Foreman. Perform custodial duties as assigned.

CLEANING

SP – 1

Cleans, dusts, vacuums, mops, washes, scrubs, seals, waxes, spray buffs, disinfects, brushes, sweeps, all surfaces such as floors, walls, furniture, ceilings, fixtures, windows, glass partitions, and equipment.

SP – 2

Replenishes paper supplies and hand soap in washrooms and classrooms.

SP – 3

Maintains assigned area to an acceptable level of cleanliness.

SP – 4

Empties pencil sharpeners, waste receptacles, and paper recycle bins from classrooms, and organic recycling containers from hallways. Keeps all receptacles in a clean and sanitary condition.

SP – 5

Cleans whiteboards, chalkboards, and chalk rails in middle/secondary schools. Cleans chalk rails in elementary schools (not boards).

SP – 6

Cleans and disinfects sanitary fixtures, including toilets, urinals, sinks, showers, water fountains, etc.

SECURITY / BUILDING CARE-TAKING

SP – 7

Ensures facility is available and ready for rentals (i.e. Community or School Use Permits), and that facility is secure at the end of the shift.

SP – 8

Documents any damage to the school or equipment by the user group and reports to Custodial Foreman or Manager of Building Operations.

SP – 9

Removes snow and ice on school entrances and pathways, per snow removal plan.

SP – 10

Moves furniture and equipment.

SP – 11

Changes lights, using ladder, up to 3m in height.

SP – 12

Secures the building and activates the security system.

SP – 13

Promptly reports any mechanical or equipment failure, damage or vandalism to school property to the head custodian or Custodial Foreman.

GENERAL**SP – 14**

Performs duties in compliance with district policies and safety regulations.

SP – 15

Maintains a cooperative working relationship with staff, students and the public.

SP – 16

Performs other assigned duties related to the duties above.

QUALIFICATIONS

EDUCATION

- Grade 12 certificate or an equivalent combination of education, training and experience as approved by the District.

EXPERIENCE

- Must have a minimum of One (1) year custodial or customer service experience in the workplace

KNOWLEDGE

- Job related safety regulations and techniques as outlined in the Workers' Compensation Board Industrial Health and Safety Regulations.

SKILLS AND ABILITIES

- Balance attention to detail and time available to complete assigned tasks
- Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.
- Able to use computers, email, and on-line systems for work related tasks.
- Adapt to changing circumstances, plans and schedules to meet unforeseen circumstances.
- Understand and carry out written and oral instructions.

WORKING CONDITIONS

- Typical school year schedules: September – June
 - Weekdays – 6:00am – 2:30pm
 - **Weekday evenings – 3:30pm – 11:30pm **Main requirement****
 - Weekends – various, minimum 2-hour shifts
- Typical summer schedules: July – August
 - **Weekdays – 7:00am – 3:30pm **Main requirement****
 - Weekday evenings – 3:30pm – 11:30pm
 - Weekends – various, minimum 2-hour shifts

OCCUPATIONAL REQUIREMENTS

- Sufficient sight and hearing to perform related job duties.
- Able to stand or walk for extended periods.
- Able to lift and carry supplies (up to 18 kg/40 lb).
- Able to climb and work from 3 metre ladders.
- Able to work in a highly active physical environment.
- Able to get suitable transportation between various work assignment locations.
- Able to clean up bodily fluids as per standard procedure.

Effective: June 19, 2018

Assistant Manager of Building Operations

President CUPE 382