



# Custodian I

[Position Description](#) | [Qualifications](#)

## POSITION DESCRIPTION Custodian I

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

### **CLEANING**

#### **CU1 – 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.

#### **CU1 – 2**

Replenishes paper supplies and hand soap in washrooms and classrooms.

#### **CU1 – 3**

Maintains assigned area to an acceptable level of cleanliness.

#### **CU1 – 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.

#### **CU1 – 5**

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

#### **CU1 – 6**

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

## **SECURITY / BUILDING CARE-TAKING**

### **CU1 – 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.

### **CU1 – 8**

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

### **CU1 – 9**

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

### **CU1 – 10**

Moves furniture and equipment.

### **CU1 – 11**

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

### **CU1 – 12**

Secures the building and activates the security system.

### **CU1 – 13**

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

## **GENERAL**

### **CU1 – 14**

Performs duties in compliance with district policies and safety regulations.

### **CU1 – 15**

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

### **CU1 – 16**

In accordance with the "B.C. Boiler and Pressure Vessels Act" and the current collective agreement, when a custodian holding an Engineer's certificate is assigned to a school requiring its use, they are responsible for the safe operation of that heating plant.

### **CU1 – 17**

Performs other assigned duties related to the duties above.

**QUALIFICATIONS**  
**Custodian I**

<p><b><i>EDUCATION</i></b></p>	<p>Grade 12 certificate or an equivalent combination of education, training and experience as approved by the District.</p> <p>When specific equipment certification is required, a custodian must possess a valid certificate as set out in the B.C. Boiler and Pressure Vessels Act.</p>
<p><b><i>KNOWLEDGE</i></b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>The standards, practices, materials and tools used for the maintenance and repair of buildings, grounds or equipment in a school setting.</p> <p>Job related safety regulations and techniques as outlined in the Workers' Compensation Board Industrial Health and Safety Regulations.</p> <p>School District #61 Policies and Regulations.</p> <p>Heating plant technology, maintenance and safety.</p>
<p><b><i>SKILLS AND ABILITIES</i></b></p>	<p><b><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></b></p> <p>Balance attention to detail and time available to complete assigned tasks.</p> <p>Maintain a cooperative working relationship with other workers, administrators, supervisors, teaching staff, students and the public.</p> <p>Able to use computers, email, calendar and on-line systems for work related tasks.</p> <p>Adapt to changing circumstances, plans and schedules to meet unforeseen circumstances.</p> <p>Read and interpret plans and specifications.</p> <p>Understand and carry out written and oral instructions.</p>

***WORKING  
CONDITIONS***

***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 lbs).

Able to climb and work from 3 metre ladders.

Able to work in a highly active physical environment.

Able to clean up bodily fluids as per standard procedure.

Revised June 19, 2018