



Head Custodian (Custodian II)

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POSITION DESCRIPTION **Custodian II**

Reporting to the Manager of Building Operations and the Custodial Foreman, the Head Custodian (Custodian II) is responsible for the daytime operations of their assigned school(s). The Head Custodian opens the school each day and ensures the school is ready, safe and clean for students and staff. In addition to defined cleaning runs, the incumbent also responds to specific needs of the school by personally responding or by requesting additional resources.

GENERAL

CU2 - 1

Maintains a safe and clean learning/working environment consistent with standards established by the Operations Department.

CU2 - 2

Performs duties in compliance with district policies and safety regulations.

SECURITY / BUILDING CARE-TAKING

CU2 - 3

Disarms security system and conducts morning opening activities, ensuring that the building and grounds have no security issues. Any concerns shall be reported to operations immediately.

CU2 - 4

Monitors the heating plant including air exchange and ventilation systems in an efficient and safe manner, to provide a temperature conducive to teaching/learning.

CU2 - 5

Conducts daily inspections of school properties, conditions of walkways, stairs, outside garbage bins, bicycle racks, etc. to ensure a clean and safe environment. Periodic inspections of evening custodial runs is expected.

CU2 - 6

Submits vandalism reports and maintenance work orders for mechanical failures or damage to School Board property, buildings, equipment and tools.

CU2 - 7

Removes snow and ice on steps and walkways per school-specific snow removal plan. In the event of snowfall, the Custodian's morning tasks are given the following priorities:

- a) Heating of buildings
- b) Clearing entrances and paths to street sidewalks. Ensure salt/sand is laid down to make pathways safe.
- c) Normal routines

CU2 - 8

Undertakes minor repairs within the scope of their responsibilities; e.g. including but not limited to replacing light bulbs and shades (up to use of a 3m ladder), installing coat hooks/pencil sharpeners, etc.

CU2 - 9

Leads coordination of cleaning duties required for weekend/evening events/rentals.

CLEANING**CU2 - 10**

Completes assigned cleaning runs to standards established by the Operations Department.

CU2 - 11

Leads evening custodial staff in rectifying deficiencies as noticed by head custodian or school staff. Report deficiencies to Custodial Foreman, if deemed necessary.

CU2 - 12

Maintains all washrooms throughout the day.

CU2 - 13

Maintains all hallways throughout the day (i.e. sweeps and empties waste receptacles). Expected level of service is once daily, after lunch, in addition to assigned cleaning run.

CU2 - 14

Cleans and disinfects Kindergarten and grade 1 desktops and desktops belonging to food-sensitive children after lunch (elementary only).

SCHOOL SUPPORT

CU2 - 15

Supports school administrators in the daily operation of the school;

- Enters work order requests;
- Assists with set-up, knock-down, or relocation of furniture;
- Informs them of issues of vandalism or abuse of school property;
- Assists in safe evacuation during all emergency procedures.

CU2 - 16

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

CU2 - 17

Represents facilities department on school health & safety committees.

EQUIPMENT & SUPPLIES

CU2 - 18

Requisitions custodial supplies and equipment to provide adequate supplies for evening staff. Custodial closets, mechanical, electrical and boiler rooms must remain locked at all times.

CU2 - 19

Maintains storage areas to ensure that debris and combustible products do not accumulate in accordance with local regulatory bodies and WHMIS guidelines.

CU2 - 20

Carries out the preventative maintenance program for all cleaning equipment (i.e. Zambonis, chariots, floor scrubbers, vacuums).

OTHER ASSIGNED DUTIES

CU2 - 21

Performs other assigned duties related to the duties above.

QUALIFICATIONS
Custodian II

<p><i>EDUCATION</i></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><i>KNOWLEDGE</i></p>	<p><i>TECHNICAL REQUIREMENTS</i></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><i>SKILLS AND ABILITIES</i></p>	<p><i>THE CANDIDATE MUST POSSESS A DEMONSTRATED ABILITY TO:</i></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>
<p><i>WORKING CONDITIONS</i></p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient sight and hearing to perform related job duties.</p> <p>Able to stand or walk for extended periods.</p> <p>Able to lift and carry supplies (up to 18 kg/40 lbs).</p>

	<p>Able to climb and work from 3 metre ladders.</p>
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Able to work in a highly active physical environment.

Able to clean up bodily fluids as per standard procedure.

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