

**SCHOOL DISTRICT No. 79 (Cowichan Valley)
USW JOB DESCRIPTION**

TITLE: Custodian
DEPARTMENT: Custodial
REPORTS TO: Custodial Supervisor or Designate

SUMMARY:

Under the direction of the Custodial Supervisor or designate, performs a variety of functions to keep the interior and entrances of buildings clean and sanitary.

DUTIES:

1. Secures buildings including doors, windows and gates.
2. Keeps interior of building and main entrances neat and clean
3. Keeps floors clean and in a good state of preservation (wax); dusts and vacuums when and where necessary.
4. Scrubs, mops and disinfects washrooms, cleans all sanitary fixtures, drinking fountains and replenishes washroom supplies daily.
5. Removes garbage and assists with paper recycling daily.
6. Washes interior of windows, glass partitions and all surfaces (walls, doors, shelves, fire equipment) as required.
7. Cleans all whiteboards, chalk rails and chalkboards as requested.
8. Reports all damages to buildings and equipment to Custodial Supervisor or Lead hand Custodian and School Principal.
9. Unlocks doors in area of responsibility for User Groups utilizing school facilities during after-school hours. Inspects the area(s) used and reports on facility condition.
10. Moves chairs, desks and tables within buildings as required for various activities as directed by the Custodial Supervisor.
11. Changes interior and exterior lights as can be reasonably reached with a step-ladder.
12. Shovels and sands sidewalks and steps as assigned.
13. May, on occasion, be required to perform other job related duties as assigned.

Qualifications:

- Grade 12 education or academic equivalent
- Preferably have previous experience and/or training in custodial work
- Valid B.C. Class 5 Driver's License and clean driver's abstract
- Physically capable to perform the job duties
- Understand and carry out verbal and written instructions
- Knowledge in the use and care of tools and equipment common to this work
- WHMIS certificate