

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: CUSTODIAN I

QUALIFICATIONS:

1. Basic knowledge of materials, methods and equipment used in commercial cleaning environments (disinfectants; neutral detergents; floor buffers; commercial wet/dry vacuums).
2. Demonstrated ability to successfully fulfill assigned responsibilities.
3. Ability to work and communicate well with other people.
4. Good health in order to perform the variety of assigned tasks including the lifting of medium heavy loads (full garbage bags; furniture), working overhead and working on a ladder.
5. Completion of grade twelve.
6. Completion of recognized BSW1 and BSW2 course with 3 months related cleaning experience or one year experience in a related environment of cleaning.

RESPONSIBLE TO: Custodian in charge and Custodial Supervisor.

SUPERVISES: N/A

JOB GOAL: To provide students with a safe, attractive, comfortable, and clean place in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for keeping interior of building and main entrances, including the immediate exterior, neat and clean at all times.
2. Keeps floors clean and in a good state of preservation (floor finish); dusts and vacuums when necessary.
3. Scrubs, mops and disinfects washrooms, cleans all sanitary fixtures, drinking fountains, and replenishes washroom supplies daily.
4. Washes interior of windows, glass partitions and all surfaces (walls, doors, shelves, fire equipment) as required.
5. Cleans all chalk rails and whiteboard rails as required and chalkboards / whiteboards as requested by custodian in charge.
6. Reports all major repairs and damages to building promptly to Custodian in charge.

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7. Unlocks doors in his area of responsibility for those people using school facilities after school hours. Inspects the area used and ensures that it has been left in good condition and reports any damages to Custodian in charge for action to be taken.
8. Moves chairs, desks and tables within buildings as required for various activities as directed by Custodian in Charge, and as approved by the Custodial Supervisor.
9. Empties and cleans waste paper receptacles and garbage pails.
10. Changes interior and exterior lights as can be reasonably reached with a six foot ladder. Changing of lights at any greater height requires assistance when working on a longer ladder.
11. Shovels and sands walks and steps as assigned.
12. Performs related work as time permits.

TERMS OF EMPLOYMENT: Twelve month year. May be required to perform other duties during July and August.

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EVALUATION

DATE: October 9, 2013

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Factor	Degree	Points	Substantiating Data
1. Knowledge	3	45	Completion of Grade 12 plus an additional vocational program of up to six months.
2. Experience	3	45	Six months and over.
3. Judgement	3	30	The job requires adapting established methods or procedures. Work involves a choice of methods or procedures.
4. Concentration	3	30	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5. Physical Effort	4	24	Medium activity of long duration OR Heavy activity of intermediate duration.
6. Dexterity	2	12	Job requires tasks that demand coordination of coarse movements, where speed is a moderate consideration; OR Coordination of coarse and fine movements, where speed is a minor consideration.
7. Accountability	2	20	Actions could result in minor loss of time or resources and may affect the work of others.
8. Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
10. Interpersonal Skills	1	10	Common courtesy required in order to maintain working relationships.
11. Disagreeable conditions	4	40	Minor conditions of almost continuous exposure; OR Major conditions of frequent exposure.
TOTAL POINTS		272	

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EVALUATION

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Factor	Degree	Points	Substantiating Data
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APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____