

SCHOOL DISTRICT NO. 62 (SOOKE)

**TITLE: HEAD CUSTODIAN - DAY SHIFT: BELMONT, DUNSMUIR,
SPENCER, EDWARD MILNE SCHOOLS**

QUALIFICATIONS:

1. Thorough knowledge of materials, and methods to be used.
2. Demonstrated ability for successful fulfillment of assigned performance responsibilities.
3. Ability to work without direct supervision and to communicate well with other people.
4. Good health in order to perform a variety of assigned tasks.
5. Knowledge of the operation of heating plants and fire and intruder alarm systems.
6. Completion of grade twelve.
7. Minimum of three years Custodial experience with two years accumulated experience with School District No. 62 as a Head Custodian, day shift or afternoon shift.

RESPONSIBLE TO: Head Custodian, afternoon shift.

SUPERVISES: N/A

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

PERFORMANCE RESPONSIBILITIES:

1. Responsible for keeping interior of building and main entrances neat and clean at all times.
2. Access and report any issues relating to alarm systems.
3. Shovels, sands, sweeps walks and steps as required.
4. Keeps floors clean and in a good state of preservation (wax); dusts and vacuums when necessary.
5. Scrubs, mops and disinfects washrooms, cleans all sanitary fixtures, drinking fountains, and replenishes washroom supplies daily.
6. Washes interior and exterior of windows, glass partitions and all surfaces (walls, doors, shelves, fire equipment) as required.
7. Cleans all chalk rails and chalkboards.

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8. Reports all major repairs and damages to buildings promptly to Principal or appropriate contact.
9. Raises flag.
10. Moves chairs, desks and tables within buildings as required for various activities and as approved by Facilities Supervisor.
11. Empties and cleans waste paper receptacles and garbage pails.
12. Changes interior and exterior lights that can be reasonably reached by a six foot ladder.
13. Performs related work as required within job goal, as time permits.

TERMS OF EMPLOYMENT:

Twelve months 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	High school Grade 12 graduation plus an additional program of up to one year or equivalent.
2. Experience	6	90	Three years 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 short duration; OR Frequent periods of intermediate duration; OR Occasional 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	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.
11. Disagreeable Conditions	4	40	Contacts of a difficult or specialized nature are those dealing with a subject area that is complex and typically requires specialized formal training or extensive experience to enable the participants to communicate in a meaningful fashion.
TOTAL POINTS		337	

APPROVED

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

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____