

Position: Custodian

Department: Maintenance

Reports To: School Principal and Maintenance Supervisor

JOB SUMMARY

The Custodian contributes to the overall goals and objectives of the Swan Valley School Division by providing custodial services to ensure effective physical operation and a positive physical environment through cleanliness of assigned Division buildings. This role involves planning, supervising, and performing cleaning, minor repairs/maintenance, safety-related building and grounds checks, and administrative duties.

PRIMARY RESPONSIBILITIES

Cleaning:

- Plan, assign, and perform a variety of cleaning duties in Division buildings.
- Operate and maintain various cleaning equipment.
- Ensure all cleaning work meets regulatory and legislative requirements and follows Safe Work Procedures.
- Daily or weekly cleaning tasks include sanitizing all rooms (washing tables, floors, desks, chairs, doorknobs, vacuuming carpets, sweeping floors), sanitizing washrooms (toilets, stall doors/walls, counters, mirrors, taps, sinks), sweeping and mopping floors, dusting **window ledges, computers, and shelves, and changing garbage bags.**

Minor Building Repairs and Maintenance:

- Plan and perform minor repairs and maintenance in assigned Division buildings.
- Plan and move furniture and equipment within buildings and between buildings in the Division as requested.
- Ensure all minor repair and building maintenance work meets regulatory and legislative requirements and follows Safe Work Procedures.
- Repairs may include but are not limited to doors, windows, plumbing fixtures, painting, carpentry, and welding.

Grounds Maintenance:

- Ensure all grounds maintenance work meets regulatory and legislative requirements and follows Safe Work Procedures.
- Duties can include cutting grass, clearing snow and ice from sidewalks, changing outdoor garbage bins, picking up garbage on or near Division property and raking the pea gravel on playgrounds.

Administration:

- Order, receive, and inventory cleaning and grounds maintenance materials and supplies.
- Issue or arrange to issue maintenance work orders for identified issues and complete administrative activities for maintenance operations and projects.

- Plan, participate in, complete, and/or assist the Principal, Maintenance Supervisor, or other maintenance staff in planning, scheduling, and performing building projects/maintenance activities.
- Complete building and grounds inspections and safety checks for playgrounds, AED's, fire extinguishers, eye wash stations and daily water consumption logs.
- Maintain maintenance and safety check logs.

Communication:

- Advise the Principal and/or Supervisor of Maintenance of any unusual situations related to building cleaning, maintenance, and repair.
- Effectively communicate and maintain positive relationships with colleagues, Division staff, suppliers, and administration staff.
- Maintain positive communication with and provide information/direction on the use of facilities to outside user groups.
- Receive, refer, and respond to inquiries, complaints, and requests as required.

Supervision:

- Supervise the cleaning of assigned Division buildings and provide direction on assigned duties and workload management for cleaners.
- Train new cleaners and other Custodians in their assigned duties, operation of cleaning equipment, and handling of cleaning supplies.
- Provide feedback to the Principal and Maintenance Supervisor on Cleaner's job performance and assist in the preparation of written evaluations of cleaners.

Other Job-Related Duties:

- Perform other duties as required and/or assigned by the Principal or Maintenance Supervisor.

POSITION QUALIFICATIONS**Required Education and Experience:**

- Previous cleaning and/or maintenance experience.

Required Knowledge, Skills, and Abilities:

- Ability to take initiative and work unsupervised.
- Ability to work effectively with others as a member of a team.
- Ability to communicate effectively with people both orally and in writing.
- Physically fit and capable of physical work.

Preferred Qualifications:

- Graduation from grade 12 or equivalent.
- Current WHMIS training and certification.

- A working knowledge of and experience with commercial cleaning equipment.
- Valid Class 5 Drivers License.
- Prior work-related building maintenance, building trade, or cleaning experience or equivalent.
- Prior experience in employee supervision, providing workload direction, or planning work activities.

COMPETENCIES

Organizational:

- Ability to work effectively under pressure.
- Ability to work within defined timeframes.
- Ability to work with a variety of people in a team environment.
- Ability to work well independently.
- Flexibility and ability to adjust to changing work assignments.
- Ability to deal with and maintain confidential information.

Role Specific:

- Problem Solving/Judgment: Uses established procedures and practices.
- Scheduling/Assigning Work: Has responsibility for assigning work to multiple people in the department or school, or informally when tasks impact others.
- Evaluation, Development, and Training: Has responsibility to train new cleaners and other custodians and indirectly evaluate by providing feedback to the maintenance supervisor.
- Financial Matters: Involved in requesting items from the Maintenance Supervisor and maintaining an inventory of materials.

WORK CONDITIONS

Physical Demands:

- The role requires the incumbent to be physically fit and capable of performing physically
- The intensity of physical effort ranges from low to high intensity, with tasks often requiring more than two hours per day.

Environment:

- The role involves constant exposure to disagreeable elements.
- There is a minor to moderate risk of injury, harm, or illness.
- The role primarily involves interacting with individuals within the school or department in the Division, such as the bus department. These interactions are generally routine and predictable, with problematic situations often referred to a higher level.
- The role requires dealing with and maintaining confidential information.