

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: Custodian - Regular

Job No: 303

POSITION SUMMARY: Under the supervision of the Supervisor of Custodial Services/Head Custodian, clean and maintain District facilities and ensure building security.

POSITION DUTIES AND RESPONSIBILITIES:

Clean District facilities and contents using a variety of equipment, chemical products and cleaning apparatus.

Ensure Occupational Health & Safety and WHMIS regulations are followed.

Replenish consumables and perform minor maintenance, such as changing light bulbs, unplugging toilets, etc.

Clean up bodily fluids in accordance with District policy and infectious control measures.

Remove snow, ice and garbage.

Responsible for building security including checking and securing buildings and setting alarms, monitoring activities in the building, set up for functions, respond to requests to access rooms and monitor building systems and safety equipment.

Communicate with students, staff and others and respond to inquiries and provide general information.

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.


REQUIRED EDUCATION AND EXPERIENCE:

- Grade 10

KNOWLEDGE, ABILITIES AND SKILLS:

- Should have knowledge of commercial building cleaning methods
- Must be able to understand and effectively carry out oral and written instructions
- Must be physically able to do all aspects of the job.

Approved and authorized by the Secretary Treasurer or designate:

Signature: 

Date: July 12, 2011