

SCHOOL DISTRICT #22 (Vernon)

JOB DESCRIPTION

Position: Custodian In Charge with Supervision

Job No: 301

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

POSITION DUTIES AND RESPONSIBILITIES:

Supervise staff including assigning, scheduling and checking work, explaining work procedures and establishing work priorities.

Order supplies.

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.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- One year experience as a custodian in a school district.
- Proven experience in the application of modern custodial methods and procedures required for school district plants.
- 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.

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.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: April 30, 2010