

Regular Custodian

Job Summary

Reporting to and under the direction of the Head Custodian the custodian will perform daily, weekly, periodic, and summer cleaning. Routine floor care, carpet cleaning, clean washrooms and classrooms, minor mechanical/building repair, and other duties as assigned.

The custodian shall be responsible for maintaining a clean and sanitary environment for all staff and children within the facility.

Minimum Qualifications

A high school diploma is not required as skills can be learned on the job. Previous commercial cleaning experience would be an asset. Performance of the duties requires strength and endurance.

General Duties and Responsibilities

A) Cleaning, Building Repair, and Maintenance

The incumbent:

- Performs daily cleaning duties: dry mop and wet mop/machine scrub hallways and classrooms.
- Clean washrooms; toilets and urinals with a bowl cleaner.
- Clean hand basins and wash floors with disinfectant cleaner, wipe down washroom walls and partitions with disinfectant cleaner, check/fill paper dispensers.
- Classroom Spaces: dry mop and wet mop/machine scrub floors, empty wastebaskets, dust chalk board ledges, clean chalkboard brushes, dust/wash furniture, ledges, sills, and other related areas.
- Clean foyers and vestibules and mechanical rooms as scheduled by the Head Custodian.
- Remove marks from walls, desks, and clean glass, mirrors, and blackboards.
- Report supply shortages/requirements to the Head Custodian.
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools. Report any required repairs needed to the Head Custodian. Review operation manual prior to operation.
- Routinely required to mop floors, vacuum dust, and move furniture, to ensure proper cleaning.
- Ensure understanding of and compliance with procedures relating to Workplace Health and Safety (WHMIS) regulations.
- Understanding of and compliance with procedures relating to infection control and effective cleaning methods.
- Ensure safe handling of chemicals to avoid either personal injury, exposure to others or damage to equipment.
- Will use supplied personal protective equipment to carry out job duties.
- Report infractions of regulations and policies to the Head Custodian/Principal or Maintenance Supervisor. Examples are non-compliance with the fire code, environmental health and safety program, and student behavior which may lead to accidents or injury.
- Perform weekly cleaning duties: dust the entire school paying attention to higher ledges, shelves, behind radiators, and moveable shelves, in corners, mechanical rooms, and mechanical equipment ducts. Hall floors, entrances and high traffic areas to be burnished.
- Perform Major cleanup: (Summer, Christmas and Spring Break) cleaning duties: move furniture to properly clean all spaces, strip and wax floors, shampoo carpets, wash walls and lights. Clean windows, glass in doors, partitions, and "houseclean" the entire school with special attention being paid to walls, ceilings, and student desks.
- The incumbent carries out minor repairs to desks, chairs, unplugs toilets, and changes light bulbs.
- Will at the Head Custodians requests do minor painting of walls, doors, bleachers, etc.

- Ensures that cleaning equipment is kept clean and in operational condition by doing minor repairs or by advising the Head Custodian.
- The incumbent checks mechanical equipment at the end of shift and reports problems to the Head Custodian.
- Ensure that tables and chairs are set up for school events or community groups utilizing school facilities.
- The incumbent ensures classrooms and school doors are secured.
- Maintain school grounds and related playground equipment: remove dirt, snow, and ice from outside steps, porches, and walks leading to the school.
- Perform minor mechanical duties: assist in the preparation and completion of routine preventative maintenance schedules (filter changes, greasing etc.) for mechanical equipment, heating and ventilation equipment.
- Although the incumbent primarily works alone taking direction and instruction from the Head Custodian and Principals is required.
- Will be responsible for the security of the school building, lock all outside doors and check windows at the completion of the day. Unlock and lock doors for authorized activities outside the normal school hour's operation.
- Other duties as may be assigned.
- Will report any problems or required repairs to the head custodian.

B) Communication

- Will take and follow the directions given by the Head Custodian and School Principal.
- Will be capable of and demonstrate the establishment and maintenance of a harmonious relationship with other custodial staff, Head Custodian, teaching staff and Principal of the school.
- Will work both independently and as part of a team to provide a clean and safe environment for all staff and students.
- Will occasionally have community groups using the facility and must maintain a respectful and inviting atmosphere for these groups.
- Will bring to the attention of the Head Custodian any problems that may be encountered when dealing with community groups.
- Will adhere to and follow work alone policies as established by the School Division.

C) Professional Development

- Will participate in all workshops provided by the School Division to stay abreast of new cleaning methods and procedures.

Approved December 15, 2009