



Job Title	<b>Head Custodian</b>
Department	Facility Services
Location	Assigned School / Facility
Reports to	Custodial Supervisor

Type of position:	Maximum Hours: 40 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

## GENERAL DESCRIPTION

Reporting to the Custodial Supervisor, the Head Custodian is responsible for overall site security and supplies as well as, the performance of a variety of cleaning for an assigned facility; and works as a member of a team, in accordance with applicable acts, regulations, policies and procedures. The percentage of time spent on each duty will vary from site to site, based on operational requirements.

## TYPICAL DUTIES

- liaises with principal/staff re requirements; coordinates and schedules work with classroom availability, other trades, etc. as required; identifies maintenance problems and requisitions (e.g. equipment, vandalism)
- reviews, approves and submits custodial timesheets
- mixes appropriate chemicals/compounds for cleaning; labels (e.g. WHMIS); stores, secures chemicals and equipment after shift; replenishes supplies in washrooms
- compiles supply list, requisitions and stores overall site supply requirements
- cleans, checks/confirms operational safety on custodial equipment on a daily basis
- dust mops floors/stairs, removes loose debris, scrubs scuff marks and washes
- vacuums, removes gum, spot cleans carpets and/or scotchguards
- dusts, wipes furniture, counters, chalkboards, woodwork, lights and school equipment

- cleans and disinfects telephones, sinks, fountains, washrooms, shower rooms and other areas
- washes windows, glass partitions and painted surfaces (including walls)
- collects and disposes of garbage from classrooms and eating areas; empties and cleans waste receptacles/garbage pails
- removes and replaces furniture when necessary (e.g. damaged, floor cleaning)
- turns out lights; checks/locks windows and doors of section after hours; confirms overall site security; activates intrusion alarm system at end of shift
- performs minor maintenance duties (e.g. unplugs toilets and sinks, tightens screws, replaces chair feet)
- accompanies or assists inspectors and trades people as required (e.g. fire extinguisher inspector)
- confirms authorization, directs or reassigns the public using facilities; provides rental groups with equipment as required; monitors use
- during school vacation schedules, books equipment and performs work to: clean, finish and polish high-traffic floors and hallways; wash, seal and finish or strip, seal and refinish floors; clean and treat carpets; wash furniture and conduct thorough clean
- orients and familiarizes custodians as required
- operates a variety of custodial equipment including automatic floor scrubber, ultra-high-speed floor machine, golden gloves, carpet extractor, brush cleaner, basic hand tools, facsimile, etc.
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

#### **ACADEMIC/WORK EXPERIENCE QUALIFICATIONS**

- Completion of Grade 10 plus an additional Building Service Worker Certificate program of up to 6 months
- Over 6 months up to and including 1 year on-the-job experience

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REVIEWED BY	<i>Title</i>
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APPROVED BY	<i>Title</i>
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