



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

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

Type of position:	Maximum Hours: 35 / week
<input 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 Maintenance Supervisor, the Custodian is responsible for 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
- mixes appropriate chemicals/compounds for cleaning; labels (e.g. WHMIS); stores, secures chemicals and equipment after shift; replenishes supplies in washrooms
- 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
- 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 vacations 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
- Completion of Grade 10 plus an additional Building Service Worker Certificate program of up to 6 months

REVIEWED BY

*Title*

APPROVED BY

*Title*