



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	Custodian 2
Department	Facilities
Location	School Based
Reports to	Custodial Supervisor

GENERAL DESCRIPTION

Reporting to the Custodial Supervisor and working under the day-to-day direction of the school administrator, the Custodian 2 provides cleaning and minor maintenance services to facilities within established safety, sanitation, security, and appearance procedures. Organizes work to ensure maintenance is prioritized. Accommodates user groups.

TYPICAL DUTIES & RESPONSIBILITIES

- Performs manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, disinfecting, picking up garbage inside and outside and disposing of material.
- Operates caretaking equipment such as vacuums, polishers and rug cleaners.
- Performs seasonal clean-up including stripping, scrubbing and waxing floors, washing walls, desks, furniture.
- Moves furniture and equipment for cleaning and user needs.
- Secures all doors and windows, performs interior and exterior security check and sets alarm at the end of shift.
- Prepares areas for user groups and assists and monitors use of facilities and equipment.
- Admits authorized students/visitors/groups to premises. Redirects individuals found in unauthorized areas.
- Performs minor maintenance and reports vandalism to administrator or manager.
- Responds to staff and school administrators' requests and tends to emergent situations.
- Orders and confirms delivery of supplies.

TYPICAL QUALIFICATIONS & SKILLS

- Grade 10
- Building Service Worker Certificate (equivalent to 6 weeks of course work)
- Three months experience performing custodial or building maintenance functions

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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