



# CUSTODIAN I

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

Reporting to the Custodian Supervisor and School Administrator, the Custodian I carries out all aspects of custodial work, including the use of various powered cleaning equipment in the cleaning of School District facilities. This is a daytime position assigned primarily at a middle or secondary school where the Custodian I is responsive to all daytime users of the facility as well as emerging situations while ensuring a safe and clean environment at their location.

The Custodian I position directs the evening assignments, i.e. runs, for the Custodian II and Custodian IV evening shifts. In coordination with the Custodian (Team Lead) and the Custodian Supervisor, the Custodian I position provides leadership and direction regarding shift composition of the evening custodial team based on organizational priorities and communicates these priorities at the shift change. The Custodian I position participates as a member of the Custodial Leadership Committee to support problem solving in a collaborative manner, suggests and/or implements new processes and procedures.

## SPECIFIC RESPONSIBILITIES

- Carries out all aspects of custodial work, including the use of various powered cleaning equipment.
- Conducts security sweeps of all assigned sites and secures the facility.
- Works as the only daytime custodian in the building and is responsive to all daytime users.
- Responds to staff and school administrators' requests and tends to emergent situations.
- During dayshift hours, provides coverage to other assigned elementary schools when there are staff shortages or as requested by school administration.
- May be assigned roles in emergency preparedness responsibilities as outlined by school administrator in school emergency procedures and protocols.
- Provides leadership, training, and direction to the evening shift custodial staff and ensures that evening custodial priorities and other factors impacting scheduled work is clearly communicated at the shift change.
- Develops a close liaison with Custodian II and other staff so that a team approach is developed.
- Takes on a leadership and supervisory role during school breaks for seasonal/deep cleaning. Provides direction to new and existing custodial staff regarding tasks, projects and ensures successful outcomes.
- Ensures the safe disposal of bio-hazard materials in accordance with the school district's Bio-Hazard Exposure Control Plan.
- Ensures the safe handling of hazardous materials (WHMIS).
- Collects and removes waste and recycling from all areas.
- Changes lightbulbs.
- Cleans and maintains all types of floor surfaces.

- Loads and unloads vehicles; moves furniture and equipment.

- Ensures outside grounds areas are maintained in a safe and tidy condition including snow and ice removal.
- Maintains a positive working relationship with students, school administration, staff, and parents.
- Be familiar with site building systems and operations and reports any issues, discrepancies or deficiencies to custodian supervisor and maintenance department.
- Works from oral and written instruction.
- Follows established procedures and policies.
- Other related duties as assigned.

**QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- Minimum one year of recent full-time equivalent supervisory experience (approximately 1750 hours), preferably in custodial work.
- Minimum of two years of recent full-time equivalent experience (approximately 3500 hours) in commercial/institutional custodial work.
- Possess a valid B.C. Driver's License Class 5 minimum.
- Have a clear understanding of all cleaning functions, procedures, and equipment.
- Knowledge of school building safety and security measures.
- Ability to operate all custodial equipment in a safe manner, and to use personal protective equipment.
- Physical ability to perform all custodial work, including heavy lifting of up to 50 lbs., and working at heights, including a ladder or scaffold.
- Successful completion of Building Service Worker Level 1, WHMIS courses as well as other training as required.
- Ability to build and maintain strong working relationships with school administration, staff, and custodial colleagues.
- Ability to recognize, report and respond to building maintenance issues.
- Basic level of computer expertise using windows-based software.
- Ability to read and write English.
- Demonstrate a clear ability to provide leadership, training, direction, and supervision of custodial staff.
- Ability to organize and schedule work.

**REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- Valid B.C. Driver's License, Class 5 minimum.
- A clear Criminal Record Check to be updated every five years.
- Building Service Worker Level 1.
- Successful completion of courses in WHMIS, Supervisor for Safety and other safety training.
- Grade 12 Diploma preferred.

## **RELATIONSHIPS**

- Maintains positive working relationships with school administration, staff, and colleagues.
- Interacts with user groups as required.

## **REPORTING STRUCTURE**

- Reports to the Custodian Supervisor and School Administrator.

## **THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT**

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **CLASSIFICATION**

- This position's classification is Custodian I and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement.