



CUSTODIAN III

JOB DESCRIPTION | JUNE 2024

NATURE AND SCOPE OF WORK

Reporting to the Custodial Supervisor and School Administrator, the Custodian III carries out all aspects of custodial work, including the use of various powered cleaning equipment. This position is typically located at a smaller school facility (Cedar Elementary, Quadra Elementary, École des Deux Mondes, Sayward Elementary) and works independently to ensure the custodial needs are met at that site. This position assists with user groups when using school facilities and is responsible for building security.

SPECIFIC RESPONSIBILITIES

- Carries out all aspects of custodial work, including the use of various powered cleaning equipment.
- 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.
- Prepares areas for user groups; assists and monitors use of facilities and equipment; provides secure building access.
- Ensures building security such as ensuring the facility is secured and armed.
- Maintains a positive working relationship with students, school administration, staff, and parents.
- Develops a close liaison with staff so that a team approach is developed.
- May provide job shadowing for orientation of new custodial staff periodically.
- Be familiar with site building systems and operations and report 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 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 and 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.
- Work in a safe and responsible manner.
- Communicate clearly and effectively in a respectful manner.
- Ability to organize and prioritize individual 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 custodial 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 III and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement.