



# CUSTODIAN IV

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

Reporting to the site Custodian II, overseen by the Custodian Supervisor and site school administration, the Custodian IV carries out all aspects of custodial work, including the use of various powered cleaning equipment in the cleaning of School District facilities.

## SPECIFIC RESPONSIBILITIES

- Carrying out all aspects of custodial work including the use of various powered cleaning equipment.
- Creating a clean, healthy, and safe environment for students and staff.
- 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; moving furniture and equipment.
- Secures all doors and windows.
- Responds to facility emergencies.
- Works from oral and written instruction.
- Follows established procedures and policies.
- Be familiar with site building systems and operations and report any issues, discrepancies or deficiencies to custodian supervisor and maintenance department.
- Maintains a positive working relationship with students, school administration, staff, and parents.
- Other related duties as assigned.

## QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Minimum of one year of recent full-time equivalent experience (approximately 1750 hours) in commercial/institutional custodial work.
- Possess a valid B.C. Driver's License Class 5 minimum.

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

- Have a clear understanding of all cleaning functions, procedures, and equipment.
- 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 WHMIS course, Building Service Worker Level 1 (preferred) 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.
- Ability to read and write English.
- Demonstrate a clear ability to provide leadership, training, direction, and supervision to custodial staff.
- Ability to perform work in a safe and responsible manner.
- Capacity to prioritize work daily.
- Ability to communicate clearly and effectively in a respectful manner.

## **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 (preferred).
- 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.

## **REPORTING STRUCTURE**

- Reports to the Custodian II, 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 IV and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement.