JOB DESCRIPTION

Job title:	**Head Custodian**	**Reference: CUPE 003**
Reporting to:	**Manager Custodial Services and Principal**	**Date created: March 2018**
Work calendar	**12 month**	

In the day-to-day fulfilment of this role, we expect you to work to our organizational mission and our core values. ***"Our mission is to provide an inclusive, progressive learning community through trust, courage and collaboration."*** Our Universal Core Values are:

- Compassion
- Honour
- Curiosity
- Courage

1. POSITION PURPOSE – AN OVERVIEW OF WHAT YOU'RE HERE TO DO

The custodian of a school shares equal responsibility with the principal and staff in maintaining a high standard of educational opportunity. Although the custodians are not directly responsible for the instructional program, their responsibility is in maintaining a safe, clean, healthful school which contributes a great deal to the morale of principal, teachers, and students.

This is a unionized position responsible for cleaning, sanitizing, minor maintenance and service work of facilities and supervising the custodial team in conjunction with the Principal.

2. RESPONSIBILITIES – A SUMMARY OF WHAT WE EXPECT YOU TO ACHIEVE:

Organizational Relationships:

- Reports directly to the Manager Custodial Services.
- May receive work direction from Administration and Clerical.

Essential Functions:

- Coordinates and assigns custodial tasks
- Supervises custodial staff to ensure they are carrying out their duties to the expected standards.
- Ensure documentation and administrative tasks are completed accurately and timely i.e. timesheets, training records, weekly reports etc.
- Expected to conduct all aspects of role in compliance with Occupational Health and Safety standards and regulations.
- Performs daily building and building systems checks.
- Maintains cleaning equipment, cleaning supplies and toiletry supplies.
- Performs basic, minor building and furniture and equipment repairs and routine maintenance.
- Performs cleaning duties as directed, in accordance with detailed cleaning procedures.
- Performs general security duties for the facility.
- Performs outside building duties as required (i.e. snow shoveling/sweeping, litter control, raising of flags, plant watering, playground equipment maintenance etc.)
- Provides regular testing of the facility security and fire alarm systems.
- Assists with the set up and take down of special events as required.

- Assists with moving and adjusting furniture systems.
- Ensures the safety and orderly conduct of the custodial staff and facility users.
- Notes and reports necessary repairs and potential problems of the building and building systems to the Facilities Maintenance Department by issuing service requests using the facilities asset management software.
- Projects a positive image of self and the organization with the staff, students and public.
- Performs all other related duties as may be required by an immediate supervisor or delegate.
- Ability to complete specific projects for example summer clean up projects.
- Other duties as assigned by the Manager of Custodial Services from time to time.

Job Requirements: Skills, Knowledge And Abilities:

- Ability to supervise, coordinate and assign custodial tasks.
- Ability to perform thorough cleaning of facilities, furniture and equipment.
- Thorough knowledge of cleaning procedures and products.
- Ability to perform minor building, equipment and furniture maintenance and repairs.
- Ability to operate equipment used in facility cleaning.
- Mechanical aptitude with a basic understanding of general maintenance principles.
- Basic knowledge of building systems (e.g. HVAC, plumbing and electrical.)
- Working knowledge of custodial techniques, cleaning equipment and cleaning supplies.
- Knowledge and understanding of emergency procedures, security and monitoring systems, fire alarm systems, building management systems (BMS) and requirements, including the use of computer monitoring systems.
- Demonstrated knowledge of applicable Environmental and Occupational Health and Safety Regulations.
- Demonstrated organizational and time management skills.
- Knowledge to perform basic math.
- Ability to understand, interpret and execute oral and written instructions.
- Ability to work well both independently and as part of a constructive team.
- Reliable and dependable.
- Demonstrate a spirit of improvement and cooperation.
- Have high standards of cleanliness and identify and act on school cleanliness activities promptly
- Effective interpersonal and communication skills.
- Other duties as assigned by the Manager Custodial Services or Principal from time to time.

Required Qualifications:

- Possess a high school diploma or equivalent.
- Holds a 5th Class ABSA certificate.
- Maintain a valid WHMIS, First Aid and CPR Certificates or willingness and ability to obtain.
- Minimum of six (6) months supervisory experience in custodial work and/or building maintenance.
- Demonstrated working knowledge and ability to use power and hand tools and equipment and security and monitoring systems.
- Basic knowledge and ability to use a computer (i.e. Microsoft Word and Outlook).
- An equivalent combination of management approved training and experience may be considered.

3. PERFORMANCE AND DEVELOPMENT PLANNING

Your performance will be measured every year against the expectations in this document, this includes an assessment of how you have performed against "the what" (the accountability expectations) and "the how" (the competency expectations) of this job. Every year you and your supervisor will identify the specific objectives, targets and measures which will focus on your continued development and the improvement of your performance.

4. POSITION PARAMETERS:

HR Delegations – none.
Financial Delegations – none.
Number of direct reports – dependent on location
Coverage – CUPE collective agreement.

The physical demands assessment will be required for this position and any applicant will be assessed against their ability to meet the physical demands for the role:

- Includes climbing, reaching, occasional work at heights, heavy lifting, bending, crouching, pushing, and pulling.
- Competently read type written documents.
- Walking, sitting, or standing for extended periods of time.

5. EQUIPMENT, SUPPLIES, AND TOOLS USED TO PERFORM ESSENTIAL FUNCTIONS.

Including but not limited to:

- Technology: Employees are required to regularly check emails as the Employer regularly communicates with staff through technology as well as use Atrieve to enter absences.
- Cleaning products.
- Snow blower and snow shovel.
- Auto scrubber.
- T Bar.
- Floor burnisher.
- Lift equipment.
- Cleaning equipment such as buffer, vacuum, mops, and bucket.
- Hand tools e.g., drills, screwdrivers, scrapers, etc.

ACKNOWLEDGEMENT AND AGREEMENT

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.
I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____