



# JOB DESCRIPTION

|                      |                                     |                                 |
|----------------------|-------------------------------------|---------------------------------|
| <b>Job title:</b>    | <b>Custodian</b>                    | <b>Reference: CUPE 002</b>      |
| <b>Reporting to:</b> | <b>Head Custodian and Principal</b> | <b>Date created: March 2018</b> |
| <b>Work calendar</b> | <b>12 month</b>                     |                                 |

In the day to day fulfilment of this role we expect you to work to our organizational [values](#):  
The universal core competencies in line with the values for MHPSD 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.

## 2. Responsibilities – a summary of what we expect you to achieve:

### ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Head Custodian and Principal.
- May receive work direction from Administration, Clerical and Custodial Supervisor.

### ESSENTIAL FUNCTIONS:

- Expected to conduct all aspects of role in compliance with Occupational Health and Safety standards and regulations
- Performs basic, minor building and furniture and equipment repairs and routine maintenance per the worklist.
- Maintains cleaning equipment, cleaning supplies and toiletry supplies.
- 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.)
- 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 facility users.

- Notes and reports necessary repairs and potential problems.
- May perform some relief work for the Head Custodian when required.
- 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.

**JOB REQUIREMENTS: SKILLS, KNOWLEDGE AND ABILITIES:**

- Ability to perform thorough cleaning of facilities, furniture and equipment.
- Thorough knowledge of cleaning procedures and products.
- Ability to operate equipment used in facility cleaning.
- Mechanical aptitude with a basic understanding of general maintenance principles.
- Basic knowledge of building systems.
- Working knowledge of custodial techniques, cleaning equipment and cleaning supplies.
- Good working knowledge of security systems and requirements, including the use of computer monitoring systems.
- Demonstrated knowledge of applicable Environmental and Occupational Health and Safety Regulations.
- Demonstrated organizational 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.

**REQUIRED QUALIFICATIONS:**

- Possess a high school diploma or equivalent.
- Maintain a valid WHMIS.
- Minimum of six (6) months experience in custodial work and/or building maintenance.
- Demonstrated working knowledge and ability to use power and hand tools and equipment.
- Knowledge and understanding of emergency procedures, 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.

**4. 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.

**5. Position parameters:**

HR Delegations – none.

Financial Delegations – none.

Number of direct reports – none although coaching and sharing of knowledge with other Custodians would be encouraged.

Coverage – CUPE collective agreement.

**The physical demands assessment** for the role is as follows and any successful applicant will be assessed against their ability to meet the physical demands for the role:

- This role may be considered physical and may include climbing, reaching, occasional work at heights, lifting, bending, crouching
- Competently read type written documents,
- Walking, sitting or standing for extended periods of time.
- Snow shovelling

#### **6. Equipment used to perform essential functions**

Including but not limited to:

Employees are required to regularly check emails as the Employer regularly communicates with staff through technology.

Cleaning products

Snow blower and snow shovel

Auto scrubber

T Bar

Floor burnisher

Lift equipment

Cleaning equipment such as buffer, vacuum, mops, 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: \_\_\_\_\_