

486 CUSTODIAN

Identifying Information

Position Title: Custodian
Classification Title: Support Staff
Department: Schools
Reports to: Custodian Supervisor
Position Supervises:

Position Summary

The Custodian performs heavy duty cleaning services at schools. During the operational school year, these services are generally required during the evening. Many of the duties required of the custodian cannot be completed during daytime school hours.

Qualifications

1. Ability to stand and walk for long periods
2. Ability to lift and move over 50 pounds
3. Knowledge of different cleaning products and tools
4. Time-management and multitasking abilities
5. Physical strength and stamina
6. Organization skills
7. Good verbal communication and interpersonal skills
8. Ability to work with minimal supervision

Duties and Responsibilities

1. Strips, waxes and buffs floors when required.
2. Sweeps and mops floors.
3. Operates mechanical floor cleaning equipment.

4. Vacuums rugs.
5. Washes windows.
6. Washes student desks as required.
7. Sanitizes bathrooms.
8. Removes garbage.
9. Replaces light bulbs.
10. Dusts, cleans whiteboards, etc.
11. Assists in scheduled tasks including:
 - a. Recoating of hardwood floors.
 - b. Hot water extraction of carpets and entrance mats.
 - c. Washing of light fixture covers.
 - d. Service of custodial equipment.
12. Dust, polish and arrange furniture.
13. Collect litter and dispose of garbage inside buildings and around premises.
14. Replenish dispensers.
15. Ensures all exits are barrier free.
16. Clear school entrances of snow.
17. Other duties as assigned by the Custodian Supervisor or school administration.

References

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act
Employment Standard Code
Labour Relations Code
Occupational Health and Safety Act
Freedom of Information and Protection of Privacy Act

History

Developed: August 2003
Amended: November 2010
Amended: September 2020