

485 CUSTODIAN SUPERVISOR

Identifying Information

Position Title:	Custodian Supervisor
Classification Title:	Support Staff
Department:	Central Office
Reports to:	Assistant Superintendent of, Learning, Technology and Facilities
Position Supervises:	School Custodians and Housekeepers

Position Summary

The Custodian Supervisor supervises, and fills in when required, the cleaning and maintenance services at schools. They must have a thorough working knowledge of all cleaning functions performed by both Housekeepers and Custodians.

Qualifications

1. Custodial experience, preferable in a school environment
2. Excellent communication skills
3. Ability to work independently and as part of a team
4. Reliable with high integrity and strong work ethic
5. Proactive organizational skills
6. Budget and supply maintenance

Duties and Responsibilities

1. Performs any and all duties of a custodian when required.
2. Schedules custodial staff for all division facilities.

3. Maintains and orders custodial supplies for all division facilities.
4. Monitors cleanliness of all division facilities.
5. Manages custodial budget for all division facilities.
6. Collaborates with the Human Resources Department to hire custodial and housekeeping staff.
7. Maintains accurate and up-to-date records of keys and fobs for school division facilities.
8. Delivery of internal mail amongst school division facilities.
9. Monitors custodial and housekeeping staff and provides guidance and training as required.
10. Oversees community events scheduling and facility monitors for CRPS facilities
11. Other duties as assigned by the Assistant Superintendent of Learning, Technology, and Facilities.

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: September 2020
Amended: September 2023