

Small School Custodian

Job Summary

The Small School Custodian shall be responsible for maintaining a clean, sanitary, mechanically sound and safe school environment, and for the supervision of custodial staff in the facility.

Reporting to the Maintenance Supervisor /Principal, the Small School Custodian will be responsible for the safe and efficient operation of mechanical equipment on school property, provide security for the school building and ancillary buildings. He/She will be responsible for custodial cleaning schedules for the school, maintenance of school grounds and equipment, supervision of custodial staff and other duties as assigned.

Minimum Qualifications

A high school diploma is not required as skills can be learned on the job. Previous commercial cleaning experience and/or trades related skills would be an asset. Performance of some of the duties required strength and endurance and the ability to organize one's own work.

General Duties and Responsibilities

A) Inspections, Building Repair, Maintenance and Custodial.

The incumbent:

- Carries out daily inspections of work areas, mechanical, electrical, plumbing, and grounds and initiates corrective action as required.
- Will plan, organize, implement and control the efficient operation of the mechanical equipment in the school.
- Will prepare and carry out preventative maintenance schedules for mechanical equipment, heating and ventilation equipment and log dates and time of inspections.
- Will operate school boilers where applicable, and maintain chemical test logs.
- Will be responsible for minor/emergency repairs as required.
- Will install and maintain blackboards, tack boards, and other instructional equipment.
- Ensure that the flag is flown in accordance with regulations.
- Will ensure that fire extinguishers are clean and meet fire regulations.
- Will assist the Maintenance Supervisor in identifying equipment and building repairs that cannot be fixed in-house.
- Will be responsible for the security of the school building, lock all outside doors and check windows at the completion of the day.
- Unlock and lock doors for authorized activities outside the normal school hour's operation.
- Occasionally responds to on call emergency mechanical breakdowns, alarms, and intrusion callbacks
- May haul garbage to dump.
- Will use personal protective equipment as supplied to carry out job duties.
- Arranges for snow removal from parking lot.
- Report infractions of regulations and policies to the Principal or Maintenance Supervisor. Examples are non-compliance with the fire code, environmental health and safety program, and student behavior which may lead to accidents or injury.
- Carries out minor repairs to lockers, desks, chairs, unplugs toilets, and changes light bulbs and fluorescent tubes.
- Will organize and complete minor painting of walls, doors, bleachers, etc, this is in addition to the Divisions painting program.
- Ensure that tables and chairs are set up for school events or community groups utilizing school facilities.
- The incumbent ensures classrooms and school doors are secured.

- Maintain school grounds and related playground equipment: remove dirt, snow, and ice from outside steps, porches, and walks leading to the school.
- Perform minor mechanical duties: assist in the preparation and completion of routine preventative maintenance schedules (filter changes, greasing etc.) for mechanical equipment, heating and ventilation equipment.
- Although the incumbent primarily works alone taking direction and instruction from the Principal/Maintenance Supervisor is required.
- Ensures washrooms are stocked with essentials (paper products, soap) and that they are sanitary (disinfects fountains, sinks, toilets, removes garbage).
- Cleans up spills, washes windows, and sweeps/damp mops/machine scrubs hallways during the day.
- Sets up tables/chairs for special functions as required.
- Cleans washrooms; toilets and urinals with a bowl cleaner.
- Clean hand basins and wash floors with disinfectant cleaner, wipe down washroom walls and partitions with disinfectant cleaner, check/fill paper dispensers.
- Classroom Spaces: dry mop and wet mop/machine scrub floors, empty wastebaskets, dust chalk board ledges, clean chalkboard brushes, dust/wash furniture, ledges, sills, and other related areas.
- Remove marks from walls, desks, and clean glass, mirrors, and blackboards.
- Clean foyers and vestibules and mechanical rooms.
- Report supply shortages/requirements to the Maintenance Supervisor.
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools. Report any required repairs that cannot be done in-house to the Maintenance Supervisor. Review operation manual prior to operation.
- Routinely required to mop floors, vacuum dust, and move furniture, to ensure proper cleaning.
- Ensure understanding of and compliance with procedures relating to Workplace Health and Safety and WHIMIS regulations.
- Understanding of and compliance with procedures relating to infection control and effective cleaning methods.
- Ensure safe handling of chemicals to avoid either personal injury, exposure to others or damage to equipment.
- Perform weekly cleaning duties: dust the entire school paying attention to higher ledges, shelves, behind radiators, and moveable shelves, in corners, mechanical rooms, and mechanical equipment ducts. Hall floors, entrances and high traffic areas to be burnished.
- Perform Major cleanup: (Summer, Christmas and Spring Break) cleaning duties: move furniture to properly clean all spaces, strip and wax floors, shampoo carpets, wash walls and lights.
- Clean windows, glass in doors, partitions, and "houseclean" the entire school with special attention being paid to walls, ceilings, and student desks.
- Will repair/replace and ensure good operation of washroom cubicle doors, soap dispensers, toilets.
- Will ensure that cleaning equipment is kept clean and in operational condition by doing minor repairs or by advising the Maintenance Supervisor.
- Other duties as may be assigned.

B) Purchasing

- Responsible for submission of twice yearly Custodial orders to the Maintenance Supervisor.
- Will make day to day local purchases for minor maintenance repair. Budget shall be maintained or approval of the Maintenance Supervisor will be required.
- Shall advise Maintenance Supervisor of any new products demonstrated from suppliers that should be added to custodial supply lists.
- Shall maintain and review custodial supplies so that reasonable inventory levels are maintained in the school.

C) Communication and Record Keeping

- Will take and follow directions from the School Principal and Maintenance Supervisor.
- Will be capable of and demonstrate the establishment of a harmonious relationship with the teaching staff and Principal of the school.
- Will work both independently and as part of a team to provide a clean and safe environment for all staff and students.
- Will occasionally have community groups using the facility and must maintain a respectful and inviting atmosphere for these groups.
- Will bring to the attention of the Principal any problems that may be encountered when dealing with community groups.
- Will adhere to and follow work alone policies as established by the School Division.
- Maintains accurate WHMIS Book (MSDS) on Wellnet for all chemicals.
- Maintains logs for sidewalk and playground inspections and boiler chemical tests.
- Maintains other logs that may be required from time to time.

D) Professional Development

- Will participate in all workshops provided by the School Division to stay abreast of new cleaning methods and procedures.

Approved December 15, 2009