

POSITION DESCRIPTION

POSITION TITLE: CUSTODIAN II – MINTO SCHOOL

POSITION DESCRIPTION:

Reporting to the Principal and Supervisor of Building/Maintenance, the custodian will check the security of school buildings; perform daily, weekly, periodic and summer cleaning duties; perform routine floor care and carpet cleaning duties; perform minor mechanical duties; perform school grounds and related equipment maintenance; and performs other duties as assigned (i.e. snow removal).

POSITION RESPONSIBILITIES:

Security of Building and Grounds:

1. Check security of building be present in the school building for assigned hours of work; lock all outside doors and check windows at the completion of the day; unlock and lock doors for authorized activities outside the normal school hours operation; and ensure that all outside lighting is operational.

Daily Task Check List:

2. Perform daily cleaning duties: clean school washrooms performing duties such as - clean toilet seats and urinals with a bowl cleaner. Clean hand basins with cleaner wash floors with a disinfectant soap, wipe lower part of washroom walls and partitions, check and/or fill dispensers; clean school classrooms performing duties such as – dust-mop the floors, empty waste baskets, dust whiteboard ledges, dust furniture, dust ledges, dust sills and other related areas; and clean halls, foyers, vestibules and mechanical rooms. Vacuum carpets after the close of the school day, every day that the school is in session.

Weekly Task Check List:

3. Perform weekly cleaning duties: dust the entire school paying attention to higher ledges, shelves, and movable shelves, in corners, and clean all whiteboards as recommended by the supplier. Wash classroom floors at least once a week.

Periodic/Annual Task Check List:

4. Perform periodic and summer cleaning duties: perform periodic cleaning duties such as – clean windows, glass in doors, partitions, spots on floors and walls and perform summer cleaning duties such as – “housecleaning” the entire school with special attention being paid to walls, ceiling and student desks (wash when required). Wax classroom floors a minimum of three times per year (summer, Easter and Christmas holidays).
5. Maintain school grounds and related playground and related playground equipment: remove

dirt, snow and ice from outside steps, porches, platforms and walks leading to the school and other ancillary buildings located on-site; remove vegetation in the cracks of walks and pavement and control/spray noxious weeds on school property; repairs to school grounds, and playground equipment to ensure they are free from hazards and that student safety and standards are maintained as assigned-

6. Perform minor mechanical duties: assist in the preparation and completion of routine preventative maintenance schedules for mechanical equipment, heating and ventilation equipment and log dates and times of inspection; effect minor/emergency repairs as required; assist and/or complete maintenance of whiteboards, tack boards and other related instructional aides; repair/replace and ensure good operation of washroom cubicle doors, soap dispensers, toilet and tank tops as assigned; ensure compliance with Workplace Health and Safety Codes (WHIMIS); and assist the Supervisor of Buildings/Maintenance in identifying and performing mechanical and maintenance tasks.
7. Other related duties: collaborate with the Principal, school staff, divisional maintenance staff, contractors, and the Supervisor of Building/Maintenance in the effective operations of the education program; attend meetings, prepare correspondence and complete reports as requested by the Supervisor of Buildings/Maintenance; and perform other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

Requires knowledge of, or the ability to learn routine and non-routine cleaning methods, procedures, and equipment usage. Must be able to follow oral and written directions and have the ability to get along well with others. Candidates must be able to effectively direct, oversee, coordinate, schedule, and inspect the work of all other custodial personnel.

EDUCATION AND EXPERIENCE

Candidate must possess any combination of education and experience equivalent to completion of high school and must possess experience in building cleaning.

PHYSICAL DEMANDS/REQUIREMENTS

Work is typically performed walking or standing. This work includes, but is not limited to stooping, kneeling crouching, reaching, pulling, and lifting. Must be able to lift objects weighing up to approximately 25 pounds frequently and up to approximately 75 occasionally. The environment also exposes the employee to potentially hazardous substances. Work is subject to inside and outside environmental conditions, extreme temperatures, noise and hazards. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Custodians are in daily contact with teachers, students, administration, the general public, and other work related personnel. The ability to coordinate and prioritize work activity, handle complaints, express a service-oriented attitude, communicate effectively, and work with limited supervision.