

POSITION DESCRIPTION

POSITION TITLE: CUSTODIAN III

POSITION DESCRIPTION:

Reporting to the Head Custodian, Turtle Mountain School Division, 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.

POSITION RESPONSIBILITIES:

1. Check security of building: unlock outside doors at normal school opening time; 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.
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 – sweep and dust-mop the floors, empty waste baskets, dust chalkboard ledges, clean chalkboard brushes, dust furniture, dust ledges, dust sills and other related areas; and clean halls, foyers, vestibules and mechanical rooms as scheduled by the Head Custodian.
3. Perform weekly cleaning duties: dust the entire school paying attention to higher ledges, shelves, behind radiators and movable shelves, in corners, mechanical rooms and mechanical equipment ducts; and clean all chalkboards as recommended by the supplier.
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 clean or replace furnace filters; perform summer cleaning duties such as – “housecleaning” the entire school with special attention being paid to walls, ceiling and student desks (wash when required).
5. Perform routine floor/carpet cleaning duties: wash and wax halls and vestibules when necessary; wash and wax classroom floors a minimum of three times per year (Summer, Easter and Christmas holidays); vacuum carpets after the close of the school day, everyday that the school is in session; and shampoo all carpets during summer holidays and when required.
6. 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; cut grass around buildings and school yards, remove vegetation in the cracks of walks and pavement and control/spray noxious weeds on

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school property; repairs to school grounds, parking lot and playground equipment to ensure they are free from hazards and that student safety and standards are maintained as assigned; and raise the flag daily before 8 am and lower at 4 pm.

7. 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 blackboards, 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 Head Custodian/Divisional staff in identifying and performing mechanical and maintenance tasks.
8. Other related duties: collaborate with the Head Custodian, the Principal, school staff, contractors, and the Supervisor of Buildings/Maintenance in the effective operation of the education program; attend meetings, prepare correspondence and complete reports as requested by the Head Custodian; and perform other related duties.

Knowledge, Skills and Abilities

Requires knowledge of, or 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. Candidate 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. A Fifth Class Power Engineers Certificate is desirable.

Physical Demands/Requirements

Work is typically performed walking or standing. This work includes, but 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 pounds 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, administrations, the general public, and other work related personnel.

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The ability to coordinate and prioritize work activity, handle complaints, express a service-oriented attitude, communicate effectively, and work with limited supervision.