

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION**

**CUSTODIAN**

**DEPARTMENT:** School

**JOB SCOPE**

Reports to the principal.  
May take direction from the Manager of Operations and Maintenance Services.  
May work as part of a custodial team.  
Maintains buildings in a clean condition according to established standards and procedures.  
Responsible for security after regular school hours.  
Works without close supervision.

**MAJOR DUTIES AND RESPONSIBILITIES**

Maintains in a clean, safe and sanitary condition, those furnishings, fixtures, and structures as part of a custodial team or within an assigned area.  
Becomes thoroughly familiar with and follows established procedures for daily, monthly and annual cleaning duties.  
Responsible for the care of tools, equipment and materials used, and for leaving the worksite in a safe condition.  
Responsible for ensuring building is in a secure condition and the alarm system is in operation when leaving.  
Undertakes routine repairs using ordinary hand tools.  
Reports maintenance problems to supervisor.  
Performs other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent).  
Ability to maintain good working relationships with school staff, students and public.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to arrange an effective work schedule under a minimum of direct supervision.  
Working knowledge of materials, equipment and chemicals used in janitorial work.  
Ability to use cleaning equipment and chemicals safely and skillfully.  
Good health and sufficient strength and stamina to perform a variety of routine manual tasks in care, cleaning and minor maintenance of buildings.  
Valid WHMIS Certificate.  
One to two years of recent institutional custodial experience.  
A Building Service Worker certificate may qualify for one year of experience.

Revised Feb. 1994  
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Revised Jun. 2010  
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