Titie: Custodian - Regular
Section: Custodial
Reports to: Operations Manager
Date: June 2008

Summary

Reporting to the Operations Manager and working under the general direction of the Working Foreman, the Custodian performs a variety of custodial duties, often independently and mainly inside a district school or building.

Duties

1. Maintain cleanliness of schools and buildings by dusting, washing, vacuuming and generally cleaning all furnishings, equipment, furniture, fixtures, walls, floors and windows. Clean and polish floors regularly as required.

2. Perform garbage pick up and disposal.

3. Clean and disinfect all areas in bathrooms, toilets, sinks and urinals, etc. Replenish supplies.

4. Remove stains/spills caused by glues, paints, food products, etc. using appropriate cleaning products.

5. Change tubes or bulbs in light fixtures and report damage or breakage as noticed. Report to principal any dysfunctional lights.

6. Requisition custodial supplies and ensure proper usage and care of supplies and equipment.

7. Secure all doors and windows on completion of duties. Set intrusion alarms as appropriate. Monitor building perimeter security and report security breaches.

8. Perform intensive cleaning as required by annual schedules including, carpet shampooing, wall and ceiling washing, interior and exterior window washing, cleaning and re-lamping light fixtures, stripping and re-waxing floors.

9. Clean outside steps and landings as required.
10. Re-lamp exit lights as required and check fire extinguishers visually for proper charge.

11. Monitor user groups use of schools and report problems to the Principal or supervisor.

12. Perform other job-related duties as assigned.

QUALIFICATIONS

1. Ability to operate a variety of equipment such as vacuum cleaners, polishers, automatic scrubbers and carpet scrubbers.

2. Ability to relate effectively with administrators, teachers, students, fellow employees, staff and members of the public.

3. Maintain a valid BC Driver's License.

4. Physical ability to perform the required duties.

5. A recognized course in custodial methods and practices that includes knowledge of chemicals and cleaning compounds used in commercial cleaning applications and their appropriate use and safety features and one year of recent custodial experience.

PAY GRADE

The Custodian - Regular is assigned to Classification #25, Custodian - Regular.
TITLE: Utility Custodian  
SECTION: Custodial  
REPORTS TO: Operations Manager  
DATE: June 2008

SUMMARY

Reporting to the Operations Manager and working under the general direction of the Custodial Working Foreman, the Utility Custodian performs a variety of custodial duties at a district school or building, and delivers various goods to/from schools.

DUTIES

1. Pick up and dispose of garbage from various District 70 buildings and grounds within the Valley on a regular and efficient schedule.

2. Maintain the Ring Building including work areas, storage areas in a clean organized fashion. Clean and disinfect all areas including staff washrooms, lunch rooms and office areas.

3. Maintain the inventory of custodial supplies.

4. Deliver custodial supplies and other goods and equipment, including chairs, tables, concert equipment etc. throughout the district as required. Maintain a regular and efficient schedule for this purpose where possible.

5. Secure all doors and windows at the Ring Building on completion of duties. Ensure vehicles are secured and keys put away on completion of shift.

6. Clean outside of school and other building windows as required during the year.

7. Remove sawdust from the Alberni Valley secondary school sawdust collection systems on a regular basis.

8. Perform emergency clean up at various schools in the valley as required on a daily basis.

9. Perform annual preventive maintenance, and perform minor repairs on custodial equipment as required.

10. Move teacher’s supplies and equipment from one school to another school.
11. Organize surplus equipment for sale or disposal.

12. Perform other job related duties as assigned.

QUALIFICATIONS

1. Ability to operate a variety of equipment such as vacuum cleaners, polishers, automatic scrubbers and carpet scrubbers.

2. Ability to relate effectively with administrators, teachers, students, fellow employees, staff and members of the public.

3. Maintain an appropriate BC Driver's License.

4. Physical ability to perform the required duties.

5. A recognized course in custodial methods and practices that includes knowledge of chemicals and cleaning compounds used in commercial cleaning applications and their appropriate use and safety features and one year recent custodial experience.

PAY GRADE

The Utility Custodian is assigned to the Custodians: Utility classification.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Working Foreman - Custodial
SECTION: Custodial
REPORTS TO: Operations Manager
DATE: July 2000

SUMMARY

Reporting to the Operations Manager performs duties related to the maintenance of buildings as designated within School District 70.

DUTIES

1. Schedule and direct the custodial staff to work within established work practices.

2. Schedule and call spare custodians as required on a daily basis and for longer periods as required.

3. In conjunction with the Operations Manager select and purchase all materials, supplies and equipment required by custodians in School District 70.

4. Train custodians in their regular functions and safety procedures.

5. Schedule the maintenance of custodian equipment to ensure effective and safe operations.

6. Check and approve bi-weekly time sheets.

7. Conduct WCB incident investigations.

8. Recommend the schedule of annual vacations and days off for the custodial crew ensuring an orderly operation.

9. Place or supervise the placement of traps for pest control.

10. Maintain inventory of supplies and equipment.

11. Assist the Operations Manager with performance evaluations for probationary and trial employees.
12. Complete routine performance evaluations with the custodians to the mutual satisfaction both parties. Sign the report and submit it to the Operations Manager.

13. Ensure that custodians perform the nightly telephone security checks with their assigned custodians.

14. Perform all duties of employees in the custodial crew.

15. Annually confirm or supervise the confirmation of the operability of all ABC fire extinguishers in the district; ensure that inspection cards are initialed to verify the check has been performed.

16. When required, ensure the replacement of an expended or otherwise inoperable fire extinguisher. Maintain a stock of serviced extinguishers to replace those that are inoperable.

17. On a regular basis, visually check fire exit signs in all district buildings; remedy or have remedied any deficiencies.

QUALIFICATIONS


2. BC Drivers license.

3. Ability to understand and carry out verbal and written orders.

4. Good written and oral communication skills.

5. Working knowledge of typical current office software.

6. Ability to care for and maintain job related equipment.

7. Physical ability to perform the required duties.

8. Minimum of Grade 12 education.

PAY GRADE

The Working Foreman - Custodial is provided the Working Foreman allowance in addition to the assigned classification.
SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: Cafeteria Assistant  
REPORTS TO: Principal  
DATE: September 2012  

SUMMARY

Reporting to the ADSS Principal and under the general direction of the ADSS Cafeteria Teacher, the Cafeteria Assistant performs a variety of duties to assist in the cafeteria programs of the school. Typical duties include assisting students with food preparation, serving of lunches, sales administration, washing, drying and storing dishes and kitchen utensils, and general custodial duties in the cafeteria and student eating areas. The work is usually performed amongst school instructional staff and students alike.

DUTIES

1. Assist students with the curricular aspects of the cafeteria programs as directed by the ADSS Cafeteria Teacher.

2. Maintain positive relations with students, and may be required to escort students to other parts of the school for medical attention or disciplinary reasons.

3. Clean food preparation and eating areas, dishes, utensils and appliances; launder dishtowels, dish cloths and aprons etc. as necessary.

4. Set up, assist with food and coffee serving and clean up student lunch areas.

5. Perform typical duties as described in the Custodian-Regular job description in the cafeteria area.

6. Perform garbage pick-up and disposal.

7. Requisition custodial supplies and ensure proper usage and care of supplies and equipment.

8. Perform intensive cleaning in the cafeteria area as required including but not limited to sanitizing ovens, fridges and freezers, cleaning fire suppression filters, and other annual cafeteria equipment maintenance.
9. Perform other job-related duties as assigned.

QUALIFICATIONS

1. Food Safe certification

2. Ability to work with students in a cafeteria setting; formal training and/or experience in foods preparation.

3. Ability to relate effectively with administrators, teachers, students, fellow employees, staff and members of the public.

4. One year related custodial experience and/or a recognized course in custodial methods and practices that includes knowledge of chemicals and cleaning compounds used in commercial cleaning applications and their appropriate use and safety features.

5. Ability to operate the variety of food preparation equipment and cleaning equipment used in the cafeteria.

6. Physical ability to perform the required duties.

PAY GRADE

The Cafeteria Assistant will be assigned pending a job evaluation. The interim rate is based on Classification #25, Custodian- Regular.