



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Custodian 1
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Custodial
<b>LOCATION</b>	
<b>REPORTS TO</b>	Area Maintenance Supervisor, Custodian 2, Principal or Administrator
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

This position involves routine manual work in cleaning and/or minor maintenance of classrooms, offices, washrooms, cafeterias, hallways and other ancillary areas. Some independence will be exercised in the execution of the stated duties.

**QUALIFICATIONS**

- Education
- Grade 12
  - A valid Manitoba Drivers License

- Experience
- One year related experience.

- Knowledge, Skills and Abilities
- Thorough knowledge of cleaning and maintenance requirements.
  - Knowledge of power tool safety.
  - Knowledge of basic record keeping procedures.
  - Knowledge of WHMIS and First Aid.
  - Ability to work independently as well as a member of a team.

**DUTIES AND RESPONSIBILITIES**

- Monitors main water shut off, alarm system, heating system, main electrical and control panels and operates same to maintain continual operation and protect school from emergency damage.
- Vacuums, dusts, sweeps, mops, washes and waxes classrooms, laboratories, rooms, offices, washrooms, corridors, cafeterias, staff rooms, storage rooms, etc.
- Washes and/or waxes woodwork, walls fixtures, windows, desks, chairs, shelving, and other furniture, etc.

- Maintains cleanliness of washrooms by cleaning toilet facilities, sinks, mirrors, fixtures and restocking towels, tissues, soap and other items.
- Collects and disposes of refuse/garbage.
- Cleans microwaves, water fountains and coolers and keeps them supplied with water where applicable.
- Performs minor tasks which may require the use of tradesperson tools.
- Cleans, installs, removes and stores windows and doors.
- Removes snow from sidewalks and driveways.
- Waters and mows lawns, playing fields and green areas.
- Moves furniture and equipment.
- Loads and unloads trucks.
- Requisitions, receives and maintains cleaning supplies and materials.
- Participates in School Emergency measures (i.e. Fire drills, lock downs, evacuations)
- Ensures school is secure upon leaving.
- Maintains Workplace Safety and Health materials (i.e. MSDS sheets).
- Ensures that required cleaning and maintenance service are being provided.
- Orders and maintains cleaning and maintenance supplies.
- Picks up and delivers mail/parcels.
- Maintains maintenance safety logs.

Performs other related duties as assigned.

## **CONTACTS**

Area Maintenance Supervisor  
 Area and School personnel  
 Principal / Administrator

## **WORKING CONDITIONS**

General office conditions.

Physically capable of performing assigned duties.

Outdoors and indoors, may require use of masks, gloves and other Personal Protective Equipment for some tasks.

Rescheduling of hours and/or extra hours may be required during school events.

May be required to be on call-outs (alarms).

## **PHYSICAL AND VISUAL REQUIREMENTS**

Physically able to perform assigned duties

Lifting up to 30 kg.

## **EQUIPMENT USED**

Cleaning equipment such as vacuums, scrubbing machines, speedbuffers, burnishers, rug cleaners.

Cleaning utensils such as brooms, mops, plungers, sewer snakes, buckets, pails, and carts.

Tradesperson tools.

**APPROVED**

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date