

JOB TITLE	Custodian 1
DEPARTMENT	Custodial
LOCATION	
REPORTS TO	Area Maintenance Supervisor, Custodian 2, Principal or Administrator
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

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 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.