

JOB TITLE	Custodian 2
DEPARTMENT	Maintenance/Custodial
LOCATION	
REPORTS TO	Principal
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

This position coordinates and monitors the work of Custodian 1. The Custodian 2 implements and demonstrates a caretaking program that meets governmental, school, and fire regulations. The incumbent may be required to perform all or part of the typical duties as described under the Custodian 1 job description.

QUALIFICATIONS

Education

- Grade 12.
- A valid Manitoba Drivers License

Experience

- Minimum of three years 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 allocate work and to direct and supervise the work of other employees.
- 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.
- Coordinates and monitors work of Custodian 1.
- 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 and School personnel
 Area Maintenance Supervisor
 Principal or 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.