

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: HEAD CUSTODIAN – AFTERNOON SHIFT

QUALIFICATIONS:

1. Thorough knowledge of materials, methods and equipment used in commercial cleaning environments (disinfectants; neutral detergents; floor buffers; commercial wet/dry vacuums).
2. Demonstrated ability to successfully fulfill assigned responsibilities.
3. Demonstrated ability to work without direct supervision and to communicate and work well with other people.
4. Good health in order to perform a variety of assigned tasks including the lifting of medium heavy loads (full garbage bags; furniture), working overhead and working on a ladder.
5. Ability to supervise other employees.
6. Ability to effectively plan and delegate work for other employees.
7. A basic knowledge of the operation of heating plants and fire and intruder alarm systems.
8. Completion of grade twelve.
9. Minimum of three years Custodial experience with two years or 1000 hours of accumulated experience with School District No. 62 as a Head Custodian, day shift or afternoon shift.

RESPONSIBLE TO: Custodial Supervisor or his/her designate.

SUPERVISES: Other custodians in school including day shift persons, if applicable.

JOB GOAL: To provide students with a safe, attractive, comfortable and clean place in which to learn, play and develop, as well as supervisory support for other custodial staff.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for keeping interior of building and main entrances including immediate exterior neat and clean at all times.
2. Access and report any issues relating to alarm systems.
3. Ensures that walks and steps are shoveled, sanded and swept, as required.
4. Keeps floors clean and in a good state of preservation (floor finish); dusts and vacuums when necessary.
5. Scrubs, mops and disinfects washrooms, cleans all sanitary fixtures, drinking fountains, and replenishes washroom supplies daily.
6. Washes interior and exterior of windows, glass partitions and all surfaces (walls, doors shelves, fire equipment) as required.
7. Cleans all chalk rails and whiteboard rails daily and chalkboard and whiteboards annually.
8. Reports all major repairs and damages of school property promptly to Principal.

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9. Admits people using school facilities after school hours and inspects the area used to ensure that the facilities have been left in good condition.
10. Ensures chairs, desks and tables are moved within the building as requested by the Principal and as approved by Facilities Supervisor.
11. Requisitions necessary custodial supplies and equipment and issues same to custodial staff.
12. Determines custodial work schedules in his/her school for the purpose of obtaining satisfactory standards of cleanliness and efficient operating procedure.
13. Instructs new employees in performance of their duties as necessary, and provides written reports for Facilities Supervisor, when requested.
14. Keeps records of supplies requisitioned and received.
15. Investigates complaints and reports them to the Custodial Supervisor.
16. Maintains harmonious working relationship with custodial staff and other employees in the school.
17. Lowers flag.
18. Changes interior and exterior lights as can be reasonably reached with a six foot ladder. Changing of lights at any greater height requires assistance when working on a longer ladder.
17. Performs related work as required.

TERMS OF EMPLOYMENT: Twelve month year. May be required to perform other duties during July and August.

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EVALUATION

DATE: October 9, 2013

JOB TITLE: Head Custodian - Afternoon Shift

	Factor	Degree	Points	Substantiating Data
1.	Knowledge	3	45	Completion of Grade 12 plus an additional vocational program of up to six months.
2.	Experience	6	90	Three years and over.
3.	Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4.	Mental Effort	3	30	Almost continuous periods of intermediate duration; OR Frequent periods of long duration.
5.	Physical Effort	4	24	Heavy activity of long duration.
6.	Dexterity	2	12	Job requires tasks that demand coordination of coarse movements, where speed is a moderate consideration; OR Coordination of coarse and fine movements, where speed is a minor consideration.
7.	Accountability	3	30	Actions could result in significant loss of time, resources; OR cause some embarrassment within the department or organization.
8.	Safety of Others	2	16	Some degree of care required to prevent injury or harm to others.
10.	Interpersonal Skills	3	30	Tact and discretion required to deal with or settle requests, complaints or clarification of information.

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Factor	Degree	Points	Substantiating Data
11. Disagreeable Conditions	4	40	Minor conditions of almost continuous exposure; OR Major conditions of frequent exposure.
TOTAL POINTS		357	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

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