

# CUSTODIAN 1

**Division: 1 (Custodial)**

**Reports to: Custodial Supervisor**

## **Job Summary**

With regular direction by a Custodian 2 or 3, a Custodian 1 performs custodial duties in and around a facility. He/she works cooperatively with other employees, students, parents and the public.

## **Duties and Responsibilities**

- Performs cleaning duties such as mopping, cleaning, vacuuming and sanitizing.
- Secures a designated area of the building, such as checking and locking windows and doors.
- Prepares cleaning solutions.
- Performs a variety of seasonal activities, including stripping and varnishing gym floors and replacing fluorescent tubes.
- Sets up and moves furniture and equipment.
- Makes necessary equipment available for rental groups and monitors their use of facilities and equipment.
- Performs other custodial related or emergent duties.

## **Equipment Used**

Power scrubber, high speed buffer, pressure washer, shampooer, vacuum, hand tools and other cleaning equipment.

## **Required Knowledge, Ability, Skills**

- Completion of Grade 10 or equivalent.
- Successful completion of an approved Custodial Information and Training program or equivalent.
- Up to and including one month (1) of experience as a custodian.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Knowledge of materials, methods and equipment used in custodial work.
- Good health and strength sufficient to perform the required manual tasks.
- Ability to work in confined areas and at heights.

- Ability to use courtesy and tact in the explanation of and discussion of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.

Originated: June 1, 1993  
Revised: March 28, 2014  
Custodian 1