

CUSTODIAN 3

Division: 1 (Custodial)

Reports to: Custodial Supervisor

Job Summary

With minimal direction, a Custodian 3 performs custodial and security duties in and around a facility and coordinates the workload of custodial personnel. He/she works cooperatively with other employees, students, parents and the public.

Duties and Responsibilities

- Coordinates the workload of custodial staff.
- Liaises with the Principal or designate.
- Secures building and checks alarm system.
- Ensures heating systems and fire safety systems are in working order and arranges for service or repair.
- Keeps outside area of facility clean and safe including picking up litter, checking playground equipment, cleaning walks and landings, removing snow and sanding.
- Identifies facility problems and reports to appropriate person or arranges for repair.
- Performs cleaning duties for the purposes of keeping the building in a clean, safe and sanitary condition, which includes such activities as mopping, cleaning, vacuuming and sanitizing.
- Performs a variety of seasonal activities, including stripping and varnishing gym floors and replacing fluorescent tubes.
- Performs minor repairs to items such as furniture, bleachers and lockers and places temporary covers over broken windows.
- Maintains custodial supplies.
- Prepares cleaning solutions.
- 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

- High school diploma or equivalent.
- One year's experience as a Custodian 2 in a school district, or equivalent which includes the successful completion of an approved Custodial Information and Training program.
- 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: July 1, 1994
Revised: March 28, 2014
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