

## **SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

**JOB TITLE:** CUSTODIAN

**JOB SUMMARY:** An employee hired to perform custodial duties, who is responsible to an assigned supervisor.

#### **QUALIFICATIONS REQUIRED:**

1. Grade 12 or equivalent
2. Valid British Columbia Driver's License may be required.
3. Building Maintenance Service Workers Certificate or equivalent combination of training and experience.

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Work with disagreeable conditions from time to time.
3. Solve problems related to the position.
4. Work with minimal supervision.
5. Perform the physical requirements of the job.
6. Maintain confidentiality.

#### **RESPONSIBILITIES AND DUTIES:**

1. Ensure secure, safe and sanitary conditions of facility and grounds such as setting alarms, locking doors, snow removal, dusting, sweeping, washing and garbage pickup.
2. Maintain an inventory of cleaning equipment and supplies.
3. Operate and care for equipment related to the position.
4. Make routine repairs.
5. Develop work methods to handle assigned tasks.
6. Check and replace supplies as needed.
7. Perform other job and maintenance related duties.