



Grande Prairie ^{and District} Catholic Schools

Job Description

HEAD CUSTODIAN

Date Created	June 2018
Date Amended	

Reports To

School Principal

Supervisor of Custodians

Summary

Responsible for ensuring that caretaking staff maintains school buildings at an acceptable standard of cleanliness, and that all tasks are completed as assigned.

Head Custodians are responsible to maintain a clean, safe and healthy environment, which contributes a great deal to the morale of the school population and an appealing appearance to the public.

Qualifications

Formal Education

- Some High School
- WHMIS training
- Aerial lift/fall protection training (designated custodial staff)
- Standard First Aid (designated custodial staff)

Experience

- 1-2 years of related experience
- Previous experience in a supervisory role

Competencies

- Good communication skills with the ability to communicate clearly and concisely, both orally and in writing
- Ability to exercise mature judgment in order to deal effectively with staff
- Basic computer skills

- Attention to detail

Duties and Responsibilities

- Building security: open the school in the morning and complete a thorough check of the building, including mechanical systems
- Check outside of facility and grounds daily for vandalism or repair
- Complete minor repairs as required
- Check playground equipment daily for vandalism or repair
- Complete all required checklists
- Remove snow and ice from facility/grounds sidewalks as required in the winter months
- Sweep sidewalks to remove dirt and dust as required in the fall, spring and summer
- Pick up and dispose of garbage around building perimeter and grounds regularly
- Keep building neat and clean at all times
- Empty trash containers in classrooms, bathrooms and all common areas throughout the facility daily
- Vacuum/dry mop all floors and stairs daily
- Wash classroom, hallway and bathroom floors daily, stairs as needed
- Dry Mop and spot Wet Mop Gym floors daily and auto scrub weekly
- Clean bathrooms (sinks, toilets and counters/fixtures/dispensers and walls/door frames) and classroom sinks daily
- Clean drinking fountains daily
- Replenish soap, paper towel and toilet paper in all bathroom/classroom dispensers as well as replenishing the cleaning chemicals in custodial chemical distribution centres as needed
- Vacuum all entrance matting, classroom area mats and carpets daily
- Scrub, strip, wax and polish floors using powered auto scrubber and/or rotating disc floor machine and high-speed buffer as directed
- Clean and dust furniture, exhibit cases, pictures, door trim/walls and whiteboards regularly
- Clean glass in doors and windows regularly
- Help to set up and clean up after school based activities and any facility user groups
- Assume responsibility for the opening and/or closing of the building each day and for ensuring security of the building through inspection prior to leaving, checking to verify that all windows and doors are closed and locked
- Report any unsafe facility conditions or malfunctions as designed to his or her supervisor
- Move furniture or equipment within the building as required or directed
- Be available for facility emergency call-outs
- Complete Minor Maintenance items as indicated in District Procedure 542
- Other duties as assigned

Work Conditions

- Frequent intensive bending, lifting, carrying, and climbing

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____