

ROLLING RIVER SCHOOL DIVISION REGULATION

Custodian Job Description	GDAS/R
---------------------------	--------

Position Title: Custodian

Reports To: School Principal and Maintenance Supervisor

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing custodial services to ensure effective physical operation and a positive physical environment through cleanliness of assigned School Division buildings.

Education

The minimum education requirement for this position is graduation from grade 12 or equivalent.

Additional Skills and Training

Required:

- Ability to take initiative and work unsupervised.
- Ability to work as effectively with others as a member of a team.
- Ability to communicate effectively with people both orally and in writing.
- Physically fit and capable of physical work.

Preferred:

- Current WHIMIS training and certification
- A working knowledge of and experience with commercial cleaning equipment
- Valid Class 5 Drivers License

Experience

Prior work related building maintenance, building trade or cleaning related experience or equivalent is preferred.

Prior experience in employee supervision, providing work load direction or planning work activities preferred.

ROLLING RIVER SCHOOL DIVISION REGULATION

Custodian Job Description - Continued

GDAS/R

Key Responsibilities

To plan, supervise and perform cleaning, minor repairs / maintenance, safety related building and grounds checks and custodial administrative duties for assigned division buildings.

- Cleaning
 - Plan, assign and perform a variety of cleaning duties in Division buildings as assigned.
 - Operate a variety of cleaning equipment (floor wax machines, vacuums etc).
 - Ensure all work in cleaning meets regulatory and legislative requirements and follows safe work procedures.
 - Deliver / transport garbage / recycling to local landfill as required.
- Minor Building Repairs and Maintenance
 - Plan and perform minor repair / maintenance in assigned Division buildings.
 - Plan and move furniture and equipment within buildings and between buildings in the community and Division as requested.
 - Ensure all work in minor repair and building maintenance meets regulatory and legislative requirements and follows safe work procedures.
- Grounds Maintenance
 - Plan and perform grounds maintenance around Division buildings.
 - Ensure all work grounds maintenance meets regulatory and legislative requirements and follows safe work procedures.
- Administration:
 - Order/ purchase, receive and inventory cleaning and grounds maintenance materials and supplies.
 - Issue or arrange to issue maintenance work orders to address identified maintenance issues in division buildings and complete administrative activities required in maintenance operations and projects.
 - Plan, participate, complete and/ or assist Principal, Maintenance Supervisor or other maintenance staff in planning, scheduling and performing building project / building maintenance activities.
 - Complete building and grounds inspections and safety checks and maintain maintenance and safety check logs.
- Communication:
 - Advise the Principal and/or Supervisor of Maintenance of any situations that are unusual as they relate to building cleaning, maintenance and repair.
 - Effectively communicate and maintain positive relationships with colleagues, Division staff, suppliers and administration staff.
 - Maintain positive communication with and provide information/ direction on use of facilities to outside user groups.
 - Receive, refer and respond to inquiries, complaints and requests as required.

ROLLING RIVER SCHOOL DIVISION REGULATION

Custodian Job Description - Continued

GDAS/R

- Supervision:
 - Supervise the cleaning of the assigned Division building and provide direction on duties assigned and on workload management for cleaners.
 - Train new cleaners and other Custodians in their assigned duties, operation of cleaning equipment and handling of cleaning supplies.
 - Provide feedback to the Principal and Maintenance Supervisor on Cleaner's job performance.
 - Assist the Principal and Maintenance Supervisor in the preparation of the written evaluation of cleaners.

- Other job-related duties as required and /or assigned by the Principal / Maintenance Supervisor.

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, be flexible, adjust to changing work assignments and deal with and maintain confidential information. He/ she must be physically fit and capable of performing physically demanding work.

Index

Policy

Regulation: Duty List – Custodian

Date Adopted: March 4, 2015

Cleaner / Custodian Duty List

(All duties listed are Custodian duties – Duties not highlighted are Cleaner Duties)

- Emergency duties: Will be called after hours if needed to work or respond to intrusion alarms.
- If Office doors are closed, you can go in and clean. If Office doors are locked, do not go in the office. Do not move paper or material on teacher or Administration desks

	Cleaning	Minor Maintenance / Repairs	Grounds	Administration	Communication / Supervision
Daily	<p>*Mop or vacuum floors of offices, bathrooms, classrooms, meeting room, auditoriums, stairways, etc. or more often if required by Supervisor Vacuum all carpeted areas*Spot wash carpets as required* Clean corridors & entrances as required Clean door mats</p> <p>*Empty wastepaper baskets & dispose of collected garbage & recyclables.</p> <p>*Shred paper</p> <p>*Clean & disinfect all washrooms; toilets, urinals, showers & sinks. Clear plugged toilets & drains *Ensure dispensers are supplied at all times (soap, paper towels, toilet paper)</p> <p>*Clear outside steps, sidewalks (entrances & fire exits) of snow, ice & dirt.</p> <p>*Check light fixtures & replace burnt out bulbs or tubes. * Report ballast that need changing to Custodian. Custodial to request ballast changes via work order to Maintenance Department.</p> <p>*Clean & disinfect all water fountains **Remove garbage from storage rooms *Dispose of all garbage in bags supplied & place in the garbage storage bins provided</p> <p>**Empty and clean coffee pots in staff room empty and clean coffee pots in staff room *Wash dishes in sink in staff room.* Wash staff room tables & counters Perform any other related duties which may be assigned by the Principal or Maintenance Supervisor</p>	<p>*Move furniture or equipment within the building as required</p> <p>*Repair furnishings, e.g. desks & chairs</p> <p>*Maintain the security system in the school, including door & window locks & door closures</p> <p>Report any work required to maintain the building equipment or furnishings to the Custodian.</p> <p>*Report any work required to maintain the building equipment or furnishings that he/she is unable to complete to the Maintenance Supervisor.</p>	<p>**Shovel, plow, and/or sand walkways & steps as required or as assigned by the Custodian.</p> <p>*At the end of every day make sure all windows & doors are secure.</p> <p>*Keep snow & ice clear from all sidewalks, steps, entrances, & exits.</p> <p>*Keep all storage rooms, furnace rooms, electrical / mechanical rooms, and any unused areas clean & free from any accumulation of refuse.</p>	<p>Ordering of supplies & materials;</p> <ul style="list-style-type: none"> - Requisition of maintenance, cleaning, & toilet supplies - Receive all maintenance cleaning, toilet & school supplies & store them in their proper places - Maintain a file for all Material Safety Data Sheets (M.S.D.S.) for all chemicals & make these available to all cleaning staff - Label all chemicals, & cleaning supplies properly with M.S.D.S. labels - Keep a sufficient amount of cleaning/toilet supplies on hand - Supervise the efficient & proper use of caretaking supplies, & maintain a system of stock control 	<p>*Report any damage or major repairs required to the building or equipment to the Supervisor of Operations *Report any vandalism to the Supervisor of Operations immediately *Report any problems with any cleaning equipment & request repairs when necessary to the Supervisor of Operations: *Advise the Supervisor of Operations of caretaking replacements or extra help that may be required</p>

Cleaner / Custodian Duty List

(All duties listed are Custodian duties – Duties not highlighted are Cleaner Duties)

- Emergency duties: Will be called after hours if needed to work or respond to intrusion alarms.
- If Office doors are closed, you can go in and clean. If Office doors are locked, do not go in the office. Do not move paper or material on teacher or Administration desks

	Cleaning	Minor Repairs	Grounds	Administration	Communication / Supervision
Weekly	<p>* Wash all desks, chairs & other furniture as required (minimum 2 X per week). Dust furniture -do a rotation to all desks, ledges, etc. are dusted at least once per week. *</p> <p>*Clean doors, door knobs & door frames of dirt & finger prints</p> <p>*Clean shoe racks</p> <p>*Clean dirt & marks off walls if required</p> <p>*Empty pencil sharpeners & hole punchers</p> <p>*Dust room & computers</p> <p>*Damp mop the floors around the sides & corners once a week.</p> <p>*Clean all equipment at the end of each shift & store in the proper storage room</p> <p>*Dust TV / monitors screens & wipe them down</p> <p>*Dust keyboards and telephones (1-2X per week)</p>	<p>*Replace light bulbs as required.</p> <p>*Repair/replace all soap/paper dispensers as required.</p> <p>*Check on a regular basis exit lights & emergency lighting systems.</p>		<p>*Maintain proper labeling on all chemicals used for cleaning & boiler water treatments, & have the Material Safety Data Sheets (M.S.D.S.) available to all personnel for all chemicals used</p>	<p>*Report all unsafe conditions; break ins, thefts or incidents that are out of the ordinary to the Custodian.</p> <p>Report all unsafe conditions to the Principal and Maintenance Supervisor.</p> <p>*Report any break-ins, thefts, or any incidents that are out of the ordinary to the principal / Maintenance Supervisor</p>

Cleaner / Custodian Duty List

(All duties listed are Custodian duties – Duties not highlighted are Cleaner Duties)

- Emergency duties: Will be called after hours if needed to work or respond to intrusion alarms.
- If Office doors are closed, you can go in and clean. If Office doors are locked, do not go in the office. Do not move paper or material on teacher or Administration desks

	Cleaning	Minor Repairs	Grounds	Administration	Communication / Supervision
Monthly	<p>*Clean & disinfect all garbage cans on a regular basis (1-2 times per month or as needed).</p> <p>*Wash walls when required (minimum seasonally – more often if required).</p> <p>*Clean & dust all light fixtures as required.</p> <p>*Wash doors & windows including frames as required.</p> <p>*Maintain clean windows (interior) & remove debris from window sill.</p> <p>*Clean bathroom walls (biweekly or more if required, at least once monthly).</p>		<p>*Check fire extinguishers & fire alarm systems on a regular basis.</p> <p>*Inspect all mechanical, electrical, & plumbing on a regular basis.</p> <p>*Inspect extinguishers & other fire safety equipment on a regular basis.</p>		

Cleaner / Custodian Duty List

(All duties listed are Custodian duties – Duties not highlighted are Cleaner Duties)

- Emergency duties: Will be called after hours if needed to work or respond to intrusion alarms.
- If Office doors are closed, you can go in and clean. If Office doors are locked, do not go in the office. Do not move paper or material on teacher or Administration desks

	Cleaning	Minor Repairs	Grounds	Administration	Communication / Supervision
Seasonal Semester	<ul style="list-style-type: none"> *Thorough cleaning & refinishing of all hard floors with specific attention to corners & baseboards *Cleaning of carpeted areas *Cleaning of light fixtures, clocks, pictures, shelving, blinds, & chalkboards *Washing of walls & furniture *Cleaning of exterior glass during summer *Cleaning of floor registers *Wash all carpeted areas *Strip, seal, & wax floors when necessary *Scrub, wash, & burnish floors when necessary *Clean custodian, & electrical rooms *Auto scrub gym floor *Change fan filters *Cleaning of floor registers 		<ul style="list-style-type: none"> *Plant flowers and weed flower beds 		

Cleaner / Custodian Duty List

(All duties listed are Custodian duties – Duties not highlighted are Cleaner Duties)

- Emergency duties: Will be called after hours if needed to work or respond to intrusion alarms.
- If Office doors are closed, you can go in and clean. If Office doors are locked, do not go in the office. Do not move paper or material on teacher or Administration desks

	Cleaning	Minor Repairs	Grounds	Administration	Communication / Supervision
Annual		*Painting of school facility, interior & exterior, as required – including preparation for painting, (scrapping, sanding, patching walls, replacing rotted wood, etc.) *Minor repairs on all roofs, including flashings, cants, downspouts, caps, fascia, & soffits *Repair/replace carpet & tiles whenever required, including baseboards *Maintain heating equipment; *Repair/replace pumps, motors & all other mechanical equipment *Repair/replace air circulating fans and/or motors *General maintenance on heating equipment i.e. compressors, air lines, thermostats, etc. *Repair/replace heating radiators *Replace/clean all filters in the heating system			