

AM Custodian

Primary Function

To provide a clean and safe learning environment while maintaining high stands of safety, cleanliness and efficiency.

Organizational Relationships

Reports to the Head Custodian and the Building Principal.

Qualifications

- Graduation from high school or technical school or comparable experience.
- Working knowledge of the methods, tools, mechanical equipment and techniques used in custodial work.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Must be able to lift 75lbs or more without assistance and 100 lbs or more with assistance.
- Ability to physically move about the building including up and down stairs.
- Ability to understand and effectively carry out oral and written instructions in English.
- Ability to perform assigned daily duties with minimum of direction.
- Ability to establish and maintain effective public and co-worker relationships.

Performance Responsibilities

1. Maintain building and premises neat and clean at all times.
2. Regulate HVAC systems for seasonal conditions and to ensure economical usage of utilities.
3. Shovel, plow and sand sidewalks as appropriate.
4. Clean corridors and entryways during the day daily.
5. Move furniture and equipment and supplies as required for school activities.
6. Organize set-ups for outside group usage in the evenings.
7. Report damage of school property immediately upon being known.
8. Comply with local ordinances for storage and disposal of trash, rubbish and waste.
9. Maintain grounds and sidewalks free from rubbish.

10. Ensures that the school is opened and closed properly and on a timely basis.
11. Ensure that all doors and windows are secured and designated lights are turned off.
12. Perform other related duties as assigned by the Building Principal, Director of Operations and Maintenance and/or Head Custodian.
13. Remain on school premises during assigned shift unless directed otherwise by supervisor.

Terms of Employment

260 work days. Salary and work year established by the Board of Education and Support Council Agreement.

Evaluation

Performance of this job will be evaluated in accordance with the Support Council Agreement.

4/2015