



School Custodian Job Description

General Accountability

This position is responsible for the cleanliness and maintenance of the school building and grounds. Head custodians are also responsible for the supervision of custodial staff.

The Custodian's goal should be to contribute to the smooth and efficient operation and the public image of the school so that it can provide the maximum impact on the education of the children.

Controls on Freedom to Act

All Custodians work under the supervision of the Maintenance Supervisor and the Principal of the school in which they are employed. Routine cleaning and maintenance shall be under the direct supervision of the principal. In the event of conflict of supervision, that given by the Maintenance Supervisor shall have priority unless otherwise agreed between the Maintenance Supervisor and the Principal.

Contacts

The Custodian has considerable contact with the school staff, students, parents, and divisional personnel.

Specific Duties and Accountability

- Participates in and is responsible for the cleaning, care, and maintenance of the building.
- Fulfills responsibilities for the operation and surveillance by periodic checks, makes minor adjustments as required and reports concerns to the Principal.
- Performs minor repairs and maintenance duties not requiring the services of journeymen and possesses the knowledge and skills to use simple hand tools.
- Carries out the responsibilities for the organization and supervision of subordinate custodial staff and generally ensures the cleanliness of the buildings and grounds.
- Ensures that the mechanical plant is cleaned, operated, and maintained in accordance with all applicable regulations and reports shortcomings appropriately.
- Takes all reasonable precautions to ensure the security and safekeeping of the buildings and contents and for the safety of the occupants.

Specific duties – Daily

- Dust and dry-mop all floors including gymnasium.
- Dust and dry-mop hallways three times per day.
- Dust all blackboard ledges, desks, tables, chairs, and counter tops.



- Disinfect and clean all washroom floors, basins, toilets, urinals, bathroom fixtures, mirrors, and drinking fountains twice per day.
- Raise and lower the flag.
- Clean the sidewalks (to concrete).
- Clean any marks on walls and wash as required.
- Clean and wipe the shoe rack.
- Wash the hallway floors as necessary.
- Empty all trashcans and wash out as required.
- Do minor repairs to hardware and equipment as necessary.
- Carpets completely vacuumed and all spots removed.
- Dust hardwood floors.
- Check and refill all soap, hand towels, and toilet paper dispensers.
- Clean glass in main entrances.
- Checking and replacing burnt fluorescent bulbs.
- Wash desks in classrooms.

Specific duties – Weekly

- Scrub toilet bowls and urinals.
- Wash stall partitions (bathrooms).
- Dust fixtures.
- Wash inside and outsides of doors.
- Dust venetian blinds.
- Wash floors weekly and apply floor finish as necessary.
- Tighten and check all hardware on doors.
- Check all playground equipment and make minor repairs.
- Record water meter reading each Monday morning.

Specific duties – Summer

- Consult with the Supervisor of Maintenance regarding floor stripping and waxing requirements.
- Shampoo all carpets.
- Thorough cleaning of all light fixtures and window blinds.
- Dust and wash lockers.
- Inspect and make minor repair to all doors, table legs and desks.
- Provide complete cleaning of Industrial Shops area (twice per year).

Other duties

- Provide a weekly check of playground equipment and other equipment for safety and provide a monthly written report to the Supervisor of Maintenance.
- Monthly check of safety equipment including fire alarms and emergency lights and provide a monthly written report to the Supervisor of Maintenance.
- Report any vandalism.
- Move chairs and/or furnishings to accommodate school activities.



- Assist Divisional maintenance workers as required.
- Provide access to trades people and assist if necessary.
- Inform Divisional Administration of malfunctioning equipment, suspected problems, and potential problem areas immediately.
- Maintain positive relationships with students, and staff.
- Be punctual, honest, and aware for need for confidentiality.
- Attend the 4 WHS meetings at their school.
- Other duties as assigned.