

**qathet School District**  
**Class Specification**  
**CUSTODIAN (1.01)**



**DESCRIPTION**

This work consists of a variety of cleaning and minor maintenance tasks in a school board building. It includes the performance of all cleaning duties for the purpose of keeping the interior of the building in a clean and sanitary condition. After initial verbal instructions, assignments are performed under general supervision and are subject to constant review by the Custodial Supervisor. This employee shall take verbal instructions from the principal and/or his/her designate as required.

**DUTIES AND RESPONSIBILITIES**

Performs all necessary duties required for a safe and healthy atmosphere in the Public Schools.

- Secure all buildings as per instructions in the custodial manual
- Maintain all resilient floors by acceptable methods according to floor finish type
- Vacuum and clean carpets
- Dust/wipe all furniture, counters, ledges and equipment
- Cleans and sanitizes all washroom accessories and classroom sinks and all drinking fountains
- Washes windows, glass partitions, walls, ceilings and all other painted surfaces
- Empty and cleans all garbage containers
- Changes burned out lamps and cleans light fixtures, grills and diffusers
- Maintains the exterior walks and immediate grounds in a safe and clean condition
- Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position

Some of the duties may be performed by other categories of maintenance employees when the standard of qualifications and skills for the work are lower.

**EQUIPMENT USED**

- Regular speed floor machines
- High and ultra high speed floor machines
- Auto scrubbers
- Wet/dry vacs
- Manual equipment: dry mops, wet mops, etc.
- Other equipment required for maintaining clean and sanitary standards

**QUALIFICATIONS AND EXPERIENCE**

- High School graduation
- Knowledge of chemical use
- Skill in the use and care of all custodial equipment
- Skill in washroom and classroom cleaning and floor care basics
- Physical strength to carry/move custodial equipment, large garbage loads, and heavy furniture for major clean-ups

- Must be able to read, write, and communicate in English for:
  - WHMIS use
  - work order implementation
  - interpretation of the custodial manual procedures
- Must be able to effectively and courteously deal with the public and students as required
- One year's experience in Institutional, Hospital or Hospitality Industry Cleaning or 'Building Service Worker' certificate

**DIRECTION OF OTHERS**

- Give instructions and directions to other employees as required.

**DESIRABLE TRAINING AND EXPERIENCE**

- Training in time management or planning/organizing would be helpful.

Revision Date: September 19, 1996.