

JOB DESCRIPTION

JOB TITLE: ASSISTANT CUSTODIAN	
DEPARTMENT: FACILITY SERVICES	
DATE APPROVED: DECEMBER 14, 2017	REVIEWED BY:
DATE REVIEWED: MARCH 12, 2019	APPROVED BY: CHERYL ANN CORALLO, SUPERINTENDENT BUSINESS AND FINANCE
	SIGNATURE: _____

REPORTING RELATIONSHIPS

Position reports to: Operation Foreperson or designate

JOB PURPOSE

The Assistant Custodian performs various duties related to the efficient operation and maintenance of building(s) and grounds ensuring clean, safe and healthy conditions. He/she provides direction to cleaning staff based on instructions received from the BST/Custodian. Finally, in the absence of the BST/Custodian, the Assistant Custodian serves as the lead contact person for any issues related to facilities.

ESSENTIAL QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Secondary school diploma
- Current valid First Aid (basic standard) and CPR certifications
- Certificate of completion for the Ministry of Labour Worker Health and Safety Awareness in 4 Steps

REQUIRED KNOWLEDGE:

- Basic knowledge of computer applications (e.g.: E-mail, Internet, Windows Operating System environment)
- Working knowledge in the operations of all custodial processes & procedures and custodial cleaning/grounds equipment
- Working knowledge of minor repairs, upkeep and maintenance of equipment

- Basic knowledge of all building systems including:
 - mechanical
 - electrical
 - plumbing
 - Building Automation Services (B.A.S.)
 - energy management systems
- Basic knowledge of all relevant SCDSB Administrative Procedures and Guidelines (APGs)
- Working knowledge of Facility Services Procedures, Guidelines and programs
- Working knowledge of the Occupational Health & Safety Act & Regulations
- Basic knowledge of the Facility Management System

EXPERIENCE REQUIRED:

- Minimum 2 years of cleaning experience

SKILLS/ABILITIES:

- Ability to communicate effectively orally and in writing (English)
- Ability to perform minor repairs, upkeep and maintain equipment
- Ability to operate various equipment, e.g. tractor, ride on floor equipment, snow blower, etc.
- Self-starter and ability to work with minimal supervision
- Ability to work in a team environment with a demonstrated customer service focus
- Ability to communicate and relate with people tactfully, diplomatically, and professionally at all times
- Ability to attend work on a regular basis

PHYSICAL REQUIREMENTS:

- Occasional lifting/carrying of furniture, snow etc. up to 25 lbs (up to 75 lbs on rare occasions)
- Frequent pushing, pulling, standing, walking and bending.

DUTIES AND RESPONSIBILITIES:

Leadership

- Provide leadership and guidance to the cleaning staff
- Serve as contact person/liaison for facilities management for all queries/concerns that may arise
- Monitor, document and inform the BST/Custodian of any concerns
- Health And Safety (Workers):
 - take every reasonable precaution to protect the workers' health and safety
 - inform workers of job hazards and ensure they are trained to do their jobs safely
 - ensure that workers work safely and use the equipment and protective devices properly where required
 - provide emergency first aid and/or CPR, as required

Other

- Perform custodial functions and maintain the standard of cleanliness (see duty roster)
- Perform grounds maintenance:
 - maintain the lawn and yard
 - perform landscaping duties during the summer
 - perform snow/ice clearing, sanding/salting during the winter as directed by the Building Services Technician/Custodian
- Perform minor maintenance, preventative maintenance and minor repairs all as requested by the Building Services Technician/Custodian
- Perform inventory control:
 - follow directives related to the proper use and consumption of products
 - advise Building Services Technician/Custodian of material requirements
- Perform shipping and receiving:
 - assist with the proper handling of supply and equipment shipments to/from the school
- Secure building:
 - lock/unlock facility
 - arm/disarm the security system
 - check the building and grounds at the beginning/end of the first and of the last shift of the day, as applicable
- Coordinate special activities, as directed:
 - move furniture and/or equipment within the building as required for various events
- Working with others:
 - maintain a courteous, respectful, and harmonious working relationship with all school staff members, students and the general public
- Act in accordance with all relevant SCDSB APGs and Facility Services Procedures, guidelines and programs
- Assist with special needs as directed by the Building Services Technician/Custodian
- Keep the BST/Custodian abreast of any issues or concerns
- Perform other related duties, as assigned
- Relieve in the position of Building Services Technician/Custodian as assigned by the Operations Foreman/designate

HEALTH AND SAFETY (SELF):

- Always practice safe work procedures
- Report unsafe conditions as soon as possible
- Properly wear any personal protective equipment that the job requires

SPECIAL WORKING CONDITIONS:

- Varied shifts
- May be exposed to bodily fluids
- May be required occasionally to work from heights
- May work alone