

# Vancouver Island West School District 84

## Job Description

### Custodian III

#### Summary

Under the direction, supervision and evaluation of the Operations Supervisor, provides custodial services to schools and other District facilities in accordance with established procedures, with regard to safety, sanitation, security, and appearance.

#### Duties

- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, and disinfecting facility's surfaces such as floors, carpets, windows, walls, desks, etc., including sweeping outside entranceways leading into the facilities;
- Operates a variety of caretaking equipment, such as vacuums, polishers and rug cleaning equipment, etc.
- Handles the mixing of chemicals for cleaning purposes.
- Collects and removes garbage inside facilities.
- Distributes de-icer on entranceways and approaches on days when ice is likely to form or has formed;
- Moves furniture and equipment as required to facilitate cleaning.
- Secures all doors and windows, makes security checks and sets intrusion alarms at end of shift.
- Maintains janitorial equipment in clean and serviceable condition, referring electrical/mechanical problems to designated Supervisor.
- Submits maintenance requests and vandalism problems to the Supervisor.
- Trains new and temporary employees, when required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with WHMIS and WCB safety procedures.
- May be required to perform other job-related duties as assigned.

#### Qualifications

- Grade 12 education or the equivalent.
- Physical capability to perform the job duties.
- St. John's Ambulance First Aid, Occupational First Aid Level 1 or equivalent certificate.

*March 25, 1998*  
*Reviewed and Updated: January 12, 2000*  
*Reviewed: March 28, 2001*  
*Reviewed and Updated: February 11, 2005*  
*Reviewed and Updated: March 9, 2006*  
*Revised: December 12, 2006*