

**School District No. 53 (Okanagan Similkameen)**  
**Job Description**

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**JOB TITLE:** HEAD CUSTODIAN  
**JOB NO:** 301  
**RESPONSIBLE TO:** Director of Facilities  
**JOB SUMMARY:** Under the supervision of the director of facilities, the head custodian supervisor provides supervisory assistance and custodial services.

**ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:**

1. oversee and instruct custodians on the district cleaning program to ensure clean and healthy facilities;
2. dispatch relief custodians and monitor/track absences, timesheets, and callouts;
3. orientate custodians to sites, sweeps, equipment, and procedures including health and safety orientation;
4. report and follow-up on security issues and respond to emergency call-outs;
5. maintain records, forms and documents;
6. monitor and provide support to school administration and custodians on issues regarding facility use;
7. minor maintenance of facilities and cleaning equipment, and initiate work orders;
8. maintain inventory of custodial materials/supplies and deliver to schools;
9. test fire extinguishers, water and respirator equipment;
10. custodian duties which may include relief or regular sweep;
11. may be required to remove snow/ice and deliver/pick up mail;
12. keep current by participating in job-related training and staff development;
13. communicate positively and effectively, and interact as a collaborative and consultative team member;
14. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, and Motor Vehicle Act;
15. maintain confidentiality; and
16. other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. grade 10 plus certification as building service worker or custodial worker, and Fit Test Training (Train the Trainer Course), WaterSafe Certificate, and Fire Extinguisher Service Technician Course;
2. Class 5 BC driver's license and a safe driving record (driver abstract required);
3. two years successful experience, obtained within the last four years, as a supervisor for three or more custodians (experience must include hands-on application of modern custodial methods and procedures);
4. demonstrated knowledge of software including Word, Excel and email;
5. thorough understanding of WorkSafeBC regulations;
6. demonstrated ability to work as part of a team;
7. effective communication skills in verbal, written and electronic format;
8. strong problem-solving and organization skills; and
9. physical ability to perform all aspects of the position.

October 15, 2011

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Note: Clear criminal record checks are required prior to employment with the district.