SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POSITION VACANCY

November 26, 2026

POSTING NO. C75-2026/27	**CUSTODIAN** 40 hours per week – temporary Commencing December 4, 2026, to February 1, 2027, or to return of incumbent not to exceed June 30, 2027
LOCATION:	Osoyoos Elementary School
CLOSING DATE:	December 3, 2026 at 1:00 pm It is the **responsibility of the applicant** to ensure their application is received at the School Board Office by the closing date.
WAGE:	Job 303C - pay grade D per Collective Agreement
DUTIES AND REQUIRED QUALIFICATIONS:	Per attached job description

Please forward application to employment@sd53.bc.ca **OR** fax 250-498-4070

INTERNAL APPLICANTS: If applying for a position different from the one you currently hold include information to demonstrate how your skills/education/experience correspond to the job description qualifications and provide relevant documentation.

EXTERNAL APPLICANTS: Information can be found at https://www.sd53.bc.ca/apps/pages/ApplicationGuidelines

Distribution: all sites (for immediate posting) and CUPE Local 523

Okanagan Similkameen School District No. 53
Job Description

JOB TITLE: **CUSTODIAN**

JOB NUMBER: 303C

RESPONSIBLE TO: Director of Facilities

JOB SUMMARY: Under the supervision of the director of facilities and/or the principal, the custodian is responsible for cleaning and securing district facilities.

JOB DUTIES AND RESPONSIBILITIES:

1. follow the district cleaning program to ensure clean and healthy facilities;
2. secure facilities including check windows and doors, set intruder alarm and report security issues;
3. monitor and provide access for facility use per Facility Request forms;
4. minor maintenance of facilities and cleaning equipment and initiate work orders;
5. monitor custodial materials and supplies and make requests to replenish stock;
6. may be required to remove snow and ice, deliver/pick up mail, and respond to emergency call-outs for security and/or repairs;
7. participate in job-related training and staff development;
8. communicate positively and effectively, and interact as a collaborative and consultative team member;
9. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, and WorkSafeBC regulations;
10. maintain confidentiality; and
11. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. certification as building service worker or custodian is preferred;
2. six months experience, obtained within the last four years, in the application of modern custodial methods and procedures required for commercial facilities;
3. demonstrated knowledge of cleaning materials, methods, and equipment (such as floor polishers, carpet extractors, backpack vacuum cleaners, and auto scrubbers);
4. ability to take direction from supervisor(s) and work as part of a team;
5. effective communication skills in verbal, written and electronic format;
6. strong problem-solving and organizational skills; and
7. physical ability to perform all aspects of the position.

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