

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

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**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.

**ILLUSTRATIVE EXAMPLES OF 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 the supervisor 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.