SCHOOL DISTRICT NO. 35 (LANGLEY)

JOB TITLE: Custodian I

DEPARTMENT: Schools/District Facilities **DATE:** 96 12

SUMMARY:

Reports to the Administrative Officer/Site Supervisor and performs a variety of cleaning and minor maintenance tasks in and around buildings for the purpose of keeping buildings clean and in a sanitary condition.

DUTIES AND RESPONSIBILITIES:

- Cleans and sanitizes areas such as washrooms and drinking fountains.
- Empties and cleans waste baskets and garbage pails.
- Sweeps, washes and waxes floors. Vacuums and spot cleans carpeted area.
- Dusts and cleans furniture, counters, woodwork and school equipment.
- Maintains areas immediately adjacent to building.
- Replaces lamps as required.
- Performs minor maintenance duties such as re-gluing baseboards, touch up painting on lockers and plunging blocked drains.
- Cleans windows, glass partitions and painted surfaces.
- Maintains adequate cleaning supplies for the assigned area.
- Makes certain that windows and doors are locked after hours and area is in a safe, secure condition.
- Operates equipment such as floor scrubbers, carpet shampooer and vacuums.
- Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Completion of Grade 10.
- Completion of Building Service Worker Course.
- Ability to use judgement in applying clearly prescribed methods and procedures.
- Ability to communicate effectively using courtesy and tact in the routine exchange or provision of information.
- Physical ability to perform the required duties.