



## SCHOOL DISTRICT NO. 10 (ARROW LAKES) JOB DESCRIPTION MANUAL

### CUPE – Custodian

Under the supervision of the Manager of Operations and Transportation 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. Ensure that summer and holiday period cleaning is accomplished effectively and on time.
3. Secure facilities including windows and doors, set intruder alarm and report security issues.
4. Report maintenance issues to Manager of Operations and Transportation.
5. Organize cleaning schedule and provide access to the facility for school and community use.
6. Monitor custodial materials and supplies and make requests to replenish stock.
7. Respond to emergency call-outs as requested.
8. Keep current by participating in job-related training and professional learning.
9. Communicate positively and effectively and interact as a collaborative and consultative team member.
10. Act in accordance with school and district policies and procedures, district Health and Safety protocols and WorkSafeBC regulations.
11. Maintain confidentiality.
12. Other duties as assigned.

#### **Required Qualifications, Knowledge, and Skills**

1. Grade 12 completion; course work or certification as a building service worker or custodial worker is desirable.
2. WHMIS certification within last three years.
3. At least four months recent successful experience in a custodial position.
4. Demonstrated skills in safe and effective custodial methods and procedures required by the district.
5. Demonstrated knowledge of cleaning materials, methods and equipment.
6. Demonstrated ability to work independently and as part of a team.
7. Ability to follow verbal and written instructions.
8. Effective communication skills in verbal, written and digital format.
9. Basic proficiency in using technology.
10. Strong problem-solving and organizational skills
11. Medical certificate issued in last year demonstrating physical ability to perform all aspects of the position.
12. Proven time management skills.

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**Cont.**

**Collective Agreement - Article 15.01**

**Signed by the Union:**

**Signed by the District:**

Andy Cruden, President  
CUPE Local 2450

Terry Taylor, Superintendent  
School District 10 (Arrow Lakes)

Date:

Date: