



School District #54 (Bulkley Valley)

JOB DESCRIPTION

MAINTENANCE – CUSTODIAN / FIRST AID ATTENDANT LEVEL II / NHS

Location: SSS/SBO

SUMMARY:

Reporting to the Custodial Supervisor and working primarily dayshift, the Custodian/First Aid Attendant/NHS provides custodial, minor maintenance, first aid and student services ensuring District facilities are clean, safe and secure. The work involves frequent interruptions from students, user groups and staff. The custodian's work reflects the District's focus on facility cleanliness and safety.

PRIMARY DUTIES

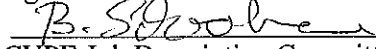
- Cleans by dusting, mopping, washing, vacuuming, polishing, sweeping, disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and windows (inside and out).
- Remove debris/snow from sidewalks and entrances within 20' from the building, performing light sanding/salting duties where necessary at SSS and SBO
- Clean and sanitize restrooms and change rooms; refills toilet paper, towel and soap dispensers
- Operates a variety of equipment such as vacuums and polishers, etc., in consultation with custodial supervisor, perform basic maintenance on assigned power equipment to ensure readiness for evening shift
- Empties and cleans garbage inside and outside.
- Performs minor maintenance duties (e.g. unplugs toilets and sinks, tightens screws, replaces chair feet), as necessary
- Replaces bulbs and fluorescent tubes as required
- Lock and unlock assigned buildings; secure buildings and/or rooms when facilities are not in used; report unauthorized occupants, turn off lights
- Moves furniture and equipment as required to facilitate cleaning. Assist with the setup of facilities for meeting, classrooms, conference, events etc. Ensures furniture and equipment are ready for use by various user groups and monitors their use of facilities and equipment. Assist with inventory control; order and checks delivery of custodial and required WorkSafe BC first aid supplies and MSDS sheets
- Submits maintenance requests and reports vandalism problems to the Principal/Vice-Principal
- Keep custodial rooms neat and tidy.
- Provide first aid attention to staff, attending to emergencies when necessary: assist in investigation of accidents where required
- Keeps records for WCB first aid supplies and equipment: Attends safety meetings and routine inspections
- Orients and trains new custodial staff in custodial procedures
- Assist with supervision of students over lunch hour
- Responds to requests from the staff and Principal/Vice-Principal
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to manage the custodial work load and assists other Custodians as required
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

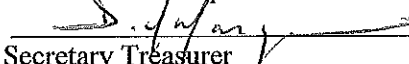
QUALIFICATIONS:

- Completion of Grade 12
- Previous custodial experience would be an asset
- OH&S approved Level II First Aid Certification
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Have essential physical abilities to perform the job duties.

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:


CUPE Job Description Committee


Secretary Treasurer


CUPE Job Description Committee