

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POSITION VACANCY

April 13, 2018

This posting is for internal applicants only (i.e. those with seniority).

POSTING NO. C83-2017/18

CUSTODIAN

30.0 hours per week (night shift) – regular
Commencing as soon as possible

LOCATION:

Similkameen Elementary Secondary School and YouLearn.ca

CLOSING DATE:

April 20, 2018 at 3:00 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 303 - pay grade D per Collective Agreement

**DUTIES AND
REQUIRED QUALIFICATIONS:**

Per attached job description

Please forward application to:

S. Trower, Manager of Human Resources
School District No. 53 (Okanagan Similkameen)
email to employment@sd53.bc.ca **OR** fax 250-498-4070

NOTE: If you are applying for a position that is different from the one you currently hold, you are required to include a point form list which demonstrates how your skills and experience correspond to each of the listed qualifications. Failure to show how you meet each of the qualifications will result in your application not being considered.

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

School District No. 53 (Okanagan Similkameen)
Job Description

JOB TITLE: CUSTODIAN

JOB NUMBER: 303

RESPONSIBLE TO: Director of Facilities

JOB SUMMARY: Under the supervision of the director of facilities and/or the principal, and the guidance of the leadhand, 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. keep current by participating 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 custodial worker;
2. three 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. demonstrated ability to 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.