



External Support Staff Vacancy

Head Custodian/Custodian – 2 positions available

Posting #:	C1819/267	Location:	Various Locations
Hours per week:	40 hours	Status:	Temporary
Start Date:	June 26, 2019	End Date:	August 30, 2019
Pay Rate:	Head Custodian \$21.84 Custodian \$19.64	Deadline for applications:	May 22, 2019 4:00 pm
Schedule:	7:00am – 3:30pm Monday to Friday (shift includes ½ hour unpaid lunch)		

District Overview

Driven by our desire to help students thrive in their academic and personal lives, the Saanich School District provides quality educational programs and a safe and nurturing learning environment for the over 7,000 culturally diverse students within its 18 schools. Serving the Saanich Peninsula located just north of Victoria, BC, the district has one of the highest graduation rates in the province and a student body that consistently scores well on annual assessment tests, thanks in large part to the dedication and efforts of our 900 teaching and support staff.

Job Description

Gym Floor Refinishing Project - Successful Applicant of Head Custodian position must be experienced in gym floor refinishing (2yrs).

All team members must be able to commit to the 5 week period.

Position of Head Custodian

SUMMARY

Under limited direction of District Custodial Supervisor and School Administration performs cleaning and minor maintenance tasks to ensure that District facilities are maintained with regard to safety, sanitation, security and appearance.

DUTIES

- Supervises employees
 - Receives, evaluates and refers problems and complaints from custodial staff to school administration
 - Cleans by dusting, mopping, washing, vacuuming, polishing, brushing, disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and other surfaces and restocks washroom supplies
 - Cleans glass surfaces not requiring the use of scaffolds or safety devices.
 - Cleans and maintains wax and polish finishes on floors, furniture and fixture surface coatings; refinishes floors
 - Requests and stores cleaning supplies and materials including the maintenance of inventory records and provides routine maintenance on cleaning tools and equipment
 - Clears and cleans waste containers and disposes of refuse and recyclables (paper, cardboard) in outside bins
 - Moves furniture and equipment as requested by Administrative Officer and approved by the District Custodial Supervisor
 - Consults with School Administration regarding school needs including furniture, fixtures and other facilities in need of repair
 - Performs minor maintenance or emergency clean up related to health or safety issues including the replacement of lamps and tubes
 - Locks, secures and activates building security system at completion of shift
 - Facilitates community use of the school building(s) and inspects the area used to ensure that facilities have been left in good condition
 - Provides minor trouble shooting of heating, electrical and fire systems
 - Participates on critical response team
- * Performs other assigned duties that are within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 10
 - Three years related experience
 - Certificate in Custodial and Housekeeping Services
 - Formal training in Personnel Practices (e.g., Human Resource Management, Effective Supervision, Effective Communication)
 - Valid B.C. Class 5 Driver's License (for multi-location positions)
 - Basic knowledge of the operation of heating, electrical, fire and alarm systems and gas shutoffs
 - Working knowledge of WHMIS legislation and WCB regulations
- * Or an equivalent combination of training and experience

Position of Custodian

SUMMARY

Under direct supervision of the Custodial Supervisor/Head Custodian, performs cleaning and minor maintenance tasks to ensure that district facilities are maintained with regard to safety, sanitation, security and appearance.

DUTIES

- Cleans by dusting, mopping, washing, vacuuming, polishing, brushing, disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and other surfaces and restocks washroom supplies

- Cleans glass surfaces not requiring the use of scaffolds or safety devices
- Cleans and maintains wax and polish finishes on floors, furniture and fixture surface coatings
- refinishes floors
- Requests and stores cleaning supplies and materials and provides routine maintenance on cleaning tools and equipment
- Clears and cleans waste containers and disposes office refuse and recyclables (paper, cardboard) in outside bins
- Moves furniture and equipment as requested by the Administrator and approved by the Custodial Supervisor
- Reports furniture, fixtures and other facilities in need of repair and performs minor maintenance including the replacement of lamps and tubes
- Locks, secures and activates building security system
- Facilitates community use groups
- Assists temporary employees when directed by the Head Custodian
- Performs minor maintenance (carpet cleaner, buffers, scrubbers)
- Responds to heat, fire and alarm systems according to procedures

* *Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

QUALIFICATIONS

- Grade 10
- Valid BC Class 5 Driver's license (for multi-location positions)
- Relevant skills (e.g. custodial and housekeeping services)
- Six months related experience

DESIRABLE SKILLS

- Working knowledge of WHMIS legislation and WCB regulations

* *Or an equivalent combination of training and experience.*

To Apply

To apply please send your application to hr_cupe@saanichschools.ca. We thank all applicants for their interest, however, only shortlisted applicants will be contacted.