

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **CUSTODIAN**

**Policy Reference: EL-1.2**

**Reviewed by Committee: December 13, 2022**

Under the direction and supervision of the head custodian, (or the Principal and Director of Operations if there is no head custodian at that location), the custodian shall be responsible for the duties of the cleaner, as allocated by the supervisor, as well as the regular maintenance and cleaning of the school building(s), furnishings, and grounds in his/her charge. Must be physically fit, be able to work from elevated platforms and ladders and must not be allergic to cleaning chemicals.

#### **RESPONSIBILITIES and DUTIES**

##### **1.0 Maintain mechanical equipment**

- 1.1 Perform inspections of mechanical equipment as per the inspection sheets
- 1.2 Clean and oil regularly, and properly maintain, all mechanical devices, machines and motors
- 1.3 Ensure energy controls are operating properly
- 1.4 Ensure thermostat guards are in place
- 1.5 Keep wall clocks properly set at all times/maintain automatic clock time system
- 1.6 Clean furnace filters at least once a month and replace when necessary

##### **2.0 Maintain school grounds and playground equipment**

- 2.1 Keep steps, fire exits, platforms and walks leading to the school in good repair and free from dirt, snow and ice
- 2.2 Cut and trim grass around the school property. Do not use chemicals on the school grounds without authorization from Division Office
- 2.3 Inspect playground equipment regularly (including backstops) and repair any deficiencies immediately. Pay special attention to wear points on equipment (i.e. swing hinges).
- 2.4 Ensure that school grounds are kept free of any hazardous objects (i.e. sharp stones, trash)
- 2.5 Raise the flag daily before 9:00 a.m. and lower it at 3:30 p.m. Advise supervisor when flag needs to be replaced
- 2.6 Maintain the school grounds, including lawns and trees. Repair all fences as required
- 2.7 Remove any objectionable markings from the outside of the school building

- 2.8 Haul garbage to the dump where local garbage removal service is not provided

**3.0 Complete routine repairs**

- 3.1 Keep chairs, desks, tables and the school property in general in good repair and advise the supervisor when special repairs or maintenance is required
- 3.2 Ensure devices (i.e. locksets, panic hardware, thermostats) are in good working order
- 3.3 Paint, both interior and exterior, including preparation for painting (scraping, sanding, patching walls, replacing rotted wood, etc.)
- 3.4 Replace burnt out light bulbs as required
- 3.5 Immediately repair any of the floor that poses a safety hazard
- 3.6 Replace chair and desk glides when necessary
- 3.7 Complete minor building repairs such as caulking, weather stripping and insulation

**4.0 Monitor heating, ventilation and energy usage**

- 4.1 Ensure the operation of, and follow a maintenance schedule for, the heating and ventilating system. Classrooms should be maintained between of 18° C to 22° C.
- 4.2 Purchase and receive fuel and store appropriate place. Check the volume of each delivery and sign the invoice.
- 4.3 Take reasonable measures to ensure that energy costs are kept to a minimum

**5.0 Perform roof maintenance**

- 5.1 Keep roof free of litter such as balls, stones, bottles, etc.
- 5.2 Check for cracks, blisters. Report all roof deficiencies to the supervisor.
- 5.3 Ensure that all roof vents and drains are free of obstructions and have all necessary guards in place (especially during winter months).

**6.0 Ensure building and grounds security**

- 6.1 At the end of each day, ensure windows and all doors are secure
- ~~6.2~~ Where required at the end of a shift turn on alarm system
- 6.3 Report any vandalism to the supervisor immediately
- 6.4 Respond to building alarms i.e., fire, intruder, boiler, water, etc.

**7.0 Regularly check e-mail and enter information in Atrieve as required**

**8.0 Perform other related duties as assigned including those of a cleaner**