

# **SCHOOL DISTRICT 70 PACIFIC RIM**

## **JOB DESCRIPTION**

TITLE: Cafeteria Assistant/Summer Custodian  
REPORTS TO: Principal  
DATE: July 2021

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### **SUMMARY**

Reporting to the ADSS Principal and under the general direction of the ADSS Cafeteria Teacher, the Cafeteria Assistant performs a variety of duties to assist in the cafeteria programs of the school.

### **DUTIES**

1. Assist with the implementation of the cafeteria programs as directed by the ADSS Cafeteria Teacher including set-up with food and coffee serving and sales administration and working with students when required.
2. Clean food preparation and eating areas, dishes, utensils and appliances; launder dishtowels, dish cloths and aprons etc. as necessary.
3. Perform typical duties as described in the Custodian-Regular job description in the cafeteria area.
4. Perform intensive cleaning in the cafeteria area as required including but not limited to sanitizing ovens, fridges and freezers, cleaning fire suppression filters, and other annual cafeteria equipment maintenance.
5. Interact respectfully and effectively with administrators, teachers, students, fellow employees, staff and members of the public.
6. Perform other job-related duties as assigned.

### **QUALIFICATIONS**

1. A Building Service Worker certificate or equivalent that includes knowledge of chemicals and cleaning compounds used in commercial cleaning applications and their appropriate use and safety features and one year of recent custodial experience.
2. One year (including Whmis training) or recent custodial experience.
3. Valid Food Safe certification.
4. Ability to operate the variety of food preparation equipment and cleaning equipment used in the cafeteria.
5. Physical ability to perform the required duties.
6. Maintain a valid BC Driver's License.

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: Custodian - Regular  
SECTION: Custodial  
REPORTS TO: Director of Operations  
DATE: July 2021

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## **SUMMARY**

Reporting to the Director of Operations and working under the general direction of the Working Foreman, the Custodian performs a variety of custodial duties, often independently and mainly inside a district school or building.

## **DUTIES**

1. Maintain cleanliness of schools and buildings by dusting, washing, vacuuming and generally cleaning all furnishings, equipment, furniture, fixtures, walls, floors and windows. Clean and polish floors regularly as required. Clean outside steps and landing as required. Perform garbage pick-up and disposal. Clean and disinfect all areas in bathrooms, toilets, sinks and urinals, etc. Replenish supplies. Remove stains/spills.
2. Change tubes or bulbs in light fixtures in specified schools and report damage or breakage as noticed. Report to principal any dysfunctional lights.
3. Requisition custodial supplies and ensure proper usage and care of supplies and equipment.
4. Perform nightly security check-ins and secure all doors and windows on completion of duties. Set intrusion alarms as appropriate. Monitor building perimeter security and report security breaches.
5. Perform intensive cleaning as required by annual schedules including, carpet shampooing, wall and ceiling washing, interior and exterior window washing, cleaning and re-lamping light fixtures, stripping and re-waxing floors.
6. Interact respectfully with administrators, teachers, students, fellow employees, staff and members of the public.
7. Monitor user groups use of schools and report problems to the Principal or supervisor.
8. Perform other job-related duties as assigned.

## **QUALIFICATIONS**

1. A Building Service Worker Certificate or equivalent that includes knowledge of chemicals and cleaning compounds used in commercial cleaning applications and their appropriate use and safety features.
2. One year (including Whmis training) of recent custodial experience.
3. Ability to operate a variety of equipment such as vacuum cleaners, polishers, automatic scrubbers and carpet scrubbers.
4. Maintain a valid BC Driver's License.
5. Physical ability to perform the required duties.

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: Utility Custodian  
SECTION: Custodial  
REPORTS TO: Director of Operations  
DATE: July 2021

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## **SUMMARY**

Reporting to the Director of Operations and working under the general direction of the Custodial Working Foreman, the Utility Custodian performs a variety of custodial duties at a district school or building, and delivers various goods to/from schools.

## **DUTIES**

1. Pick up and dispose of exterior garbage from various District 70 buildings and grounds within the Valley on a regular and efficient schedule.
2. Maintain the Custodial Warehouse including work areas, storage areas in a clean organized fashion.
3. Assist the Working Foreman to maintain the inventory of custodial supplies.
4. Deliver custodial supplies and other goods and equipment, including chairs, tables, concert equipment etc. throughout the district as required.
5. Secure all doors and windows at the Custodial Warehouse on completion of duties. Ensure vehicles are secured and keys put away on completion of shift.
6. Clean outside of school and other building windows as required during the year.
7. Remove sawdust from the Alberni Valley secondary school sawdust collection systems on a regular basis.
8. Perform emergency clean up at various schools in the valley as required
9. Perform annual preventive maintenance and perform minor repairs on custodial equipment as required.
10. Organize surplus equipment for sale, disposal, or recycling.
11. Interact respectfully and effectively with administrators, teachers, students, fellow employees, staff and members of the public.
12. Perform other job related duties as assigned.

## **QUALIFICATIONS**

1. A Building Service Worker Certificate or equivalent that includes knowledge of chemicals and cleaning compounds used in commercial cleaning applications and their appropriate use and safety features.
2. One year (including Whmis training) of recent custodial experience.
3. Ability to operate a variety of equipment such as vacuum cleaners, polishers, automatic scrubbers and carpet scrubbers.
4. Maintain an appropriate BC Driver's License.
5. Physical ability to perform the required duties.

# **SCHOOL DISTRICT 70 PACIFIC RIM JOB DESCRIPTION**

TITLE: Team Lead - Custodial  
SECTION: Custodial  
REPORTS TO: Director of Operations  
DATE: July 2022

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## **SUMMARY**

Reporting to the Director of Operations performs duties related to the maintenance of buildings as designated within School District 70.

## **DUTIES**

1. Schedule and direct the custodial staff to work within established work practices.
2. Schedule and call spare custodians as required on a daily basis and for longer periods as required. Sign in and out of keys for casual staff.
3. In conjunction with the Director of Operations select and purchase all materials, supplies and equipment required by custodians in School District 70.
4. Train custodians in their regular functions and safety procedures.
5. Schedule the maintenance of custodian equipment to ensure effective and safe operations.
6. Check and approve bi-weekly time sheets and Leave of Absences.
7. Conduct Workplace incident investigations.
8. Place or supervise the placement of traps for pest control.
9. Maintain inventory of supplies and equipment.
10. Assist the Director of Operations with performance evaluations for probationary and trial employees.
11. Ensure that custodians perform the nightly security check-ins.
12. Perform all duties of employees in the custodial crew.
13. Annually confirm or supervise the confirmation of the operability of all ABC fire extinguishers in the district; ensure that inspection cards are initialed to verify the check has been performed. Ensure the replacement of an expended or otherwise inoperable fire extinguisher. Maintain a stock of serviced extinguishers to replace those that are inoperable.
14. On a regular basis, visually check fire exit signs in all district buildings; remedy or have remedied any deficiencies.

## **QUALIFICATIONS**

1. Qualifications of a Custodian – Regular.
2. Maintain appropriate BC Driver's license.
3. Good written and oral communication skills.
4. Competency using Microsoft Office Suite.
5. Ability to care for and maintain job related equipment.
6. Physical ability to perform the required duties.