

**SUPPORT STAFF JOB POSTING**

**To:** All IUOE Employees  
**From:** Cam McIntyre, Secretary-Treasurer  
**Date:** 15 May 2019

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**SUBJECT:     JOB POSTING #2018-71**

The Secretary-Treasurer's Office will accept applications in writing up to **Thursday, May 23th, 2019 - Noon** - for the following position:

**CUSTODIAN – Roosevelt**

Continuing position, 7.5 hours per day, effective June 3, 2019. The terms and conditions of the IUOE collective agreement shall apply. Rate of pay is according to schedule.

**Job Summary:**

The employee is responsible for custodial services, security and safety procedures within the assigned school.

**Brief Job Description:**

- (a) Performs custodial duties in order to maintain the facility in a clean and sanitary manner, according to approved work schedules and procedures.
- (b) Assists in ensuring that the facility is secured at appointed hours within their specific work area.
- (c) Advises and consults with the Head Custodian on any problems within their work area of his/her assigned school and reports to the Head Custodian immediately any unusual circumstances or incidents that may have occurred in their assigned area.
- (d) Performs minor maintenance work as required (change light tubes, air filters, etc.).
- (e) Submits stores requests to the Head Custodian as needed and ensures that supplies and equipment are stored in a clean, safe and tidy manner.
- (f) Practices all applicable School District and WCB safety policies.
- (g) To be familiar with and follow established procedures for daily, monthly and annual cleaning.
- (h) Responsible for the care of tools, equipment and materials used.
- (i) Performs other related duties as assigned or required.

**Job Requirements:**

- (a) Minimum grade 10 education plus a minimum of six months related experience or recognized training courses.
- (a) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- (b) Ability to maintain good working relationships with school staff, pupils, parents/guardians and members of the public.
- (c) Ability to use cleaning equipment and chemicals safely and appropriately.
- (d) Must be physically able to perform the duties of the position.
- (e) Must have a working knowledge of all applicable School District and WCB safety policies.
- (f) Must be able and willing to work any assigned shift in various locations.
- (g) Must have WHIMIS training or be willing to obtain.

**For a full and complete job description please contact the Director of Operations.**

**PLEASE POST**