

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: February 13, 2024

SUBJECT: JOB POSTING #2023-78

The Human Resources Office will accept applications up to **Wednesday, February 21, 2024 - Noon** - for the following position:

HEAD CUSTODIAN – Pacific Coast School and Port Edward Community School

Part-time, continuing, 5.0 hours per day, effective March 1, 2024. 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) Provides general supervision to custodial staff where required.
- (c) Advises and consults with the Principal on any problems within their school.
- (d) Ensures that the facility is secured at appointed hours.
- (e) Performs minor maintenance work as required (change light tubes, air filters, etc.).
- (f) Submits stores requests as needed and ensures that supplies and equipment are stored in a clean, safe and tidy manner.
- (g) Submits work requests for repairs needed in consultation with the Principal.
- (h) Reports immediately to the Custodial Foreman any unusual circumstances or incidents.
- (i) Practices all applicable School District and WCB safety policies.
- (j) Performs other related duties as assigned or required.

Job Requirements:

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

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

PLEASE POST