

## ***JOB IDENTIFICATION:***

**Chief Custodian**

---

### ***JOB SUMMARY:***

Under the supervision of the Operations Manager and general direction of the Maintenance Foreman, supervises custodial staff to ensure facilities are maintained with regard to safety, sanitation, security and appearance.

### ***DUTIES & RESPONSIBILITIES:***

01. Cleans, sweeps, wet mops, vacuums and dusts buildings.
02. Steam cleans carpets.
03. Waxes, polishes and strips floors.
04. Clears and cleans waste containers.
05. Reports maintenance and vandalism problems.
06. Performs minor, preventative maintenance.
07. Re-lamps.
08. Assists the public in using school facilities.
09. Secures the building in accordance with established procedures.
10. May, on occasion, be required to perform other job related duties
11. Operates and maintains a variety of equipment.
12. Respects confidential setting of worksite.
13. Supervises work of custodial staff in building.
14. Maintains inventory of site supplies.
15. Liases between Principal, Maintenance Foreman and Operations Manager.
16. Organises major clean-ups.
17. Provides a good role model.
18. Displays good interpersonal skills.
19. Maintains safe work practices.

### ***QUALIFICATIONS:***

01. Grade 10 or equivalent.
02. Vocational program of up to one year or related experience.
03. Physical capability to perform duties.
04. WHMIS Certificate.