

HEAD CUSTODIAN/CUSTODIAN

Under the supervision of the School Principals and the Maintenance Supervisor, the Head Custodian/Custodian shall be responsible for maintaining a high standard of maintenance and cleaning of the schools and grounds in their charge.

Listed among the Responsibilities and Duties are “Cleaning Standards” that Head Custodians must adhere to.

Responsibilities and Duties

1. Supervision of Custodians

- Organizes and supervises the work of all custodians in their charge
- Trains caretaking staff
- Ensures that all custodians/cleaners are provided with the necessary safety equipment to complete their duties

2. Maintain Safety of Buildings and Grounds

- Assists maintenance staff with inspection of all mechanical, electrical and plumbing equipment regularly
- Inspects extinguishers and other fire safety equipment monthly and completes a monthly report
- Keeps all sidewalks, steps, entrances and exits clean and clear at all times with extra attention during winter months
- Reports all unsafe conditions to the Principal and or Maintenance Supervisor and makes necessary repairs, or ensure that all necessary repairs are made as soon as possible, i.e., broken glass, broken playground equipment, etc.
- Completes all minor repairs throughout the school
- Reports any break-ins, thefts to the Principal and Maintenance Supervisor
- Ensures that there is proper labeling on all chemicals used for cleaning and the M.S.D. sheets are available to all personnel
- Keeps all storage, furnace, and electrical/mechanical rooms and any unused areas clean and free from accumulation of clutter
- Timely completion of the playground equipment inspection report
- Daily inspection of log book

3. Maintain School Buildings, Equipment and Furnishings

- May assist maintenance staff with the up keep of heating and ventilating systems in order to maintain a comfortable temperature levels in all buildings
- May assist maintenance staff with servicing on a regular schedule and/or repairing all equipment in the schools, i.e., compressors, water pumps, etc.
- Does minor repairs on desks/chairs
- Checks the security system in the school including the alarm system, door and window locks, door closures and report any deficiencies
- Checks electrical fixtures, switches, and all plumbing fixtures including wash basins, toilets. Report any deficiencies.
- Changes out light bulbs that are not working
- Replaces damaged ceiling tiles and complete minor repairs as required
- Reports to the Principal and/or the Maintenance Supervisor any work required to maintain the buildings, equipment or furnishings that the Head Caretaker is unable to complete

4. Maintain School Grounds

- Cuts and trims grass on school property in the immediate vicinity of the buildings
- Checks all playground equipment daily and make minor repairs as required
- Ensures that a daily check of all school grounds for refuse pickup and make minor repairs before the commencement of the school day is conducted
- Ensures that the flag is flown daily in accordance with the regulations

5. Ordering of Supplies and Materials

- Requisitions maintenance, cleaning and washroom supplies
- Receives all maintenance, cleaning, washroom and school supplies and store them in their proper places
- Assists in maintaining a file for all material safety data sheets (MSDS/SDS) for all WHMIS controlled products and make these available to all cleaning staff, school personnel and Maintenance Supervisor
- Ensure all chemicals (cleaning supplies) are labelled properly with MSDS/SDS labels
- Keeps a sufficient amount of supplies and materials on hand

6. Assist with General Cleaning of the School

- Ensures that corridors and entrances are cleaned a minimum of once a day and more often as required
- Assists with and supervises all major cleaning during school breaks, e.g. Christmas, spring and summer
- Ensures that washrooms are cleaned and washroom supplies are always available
- The frequency of cleaning in schools must be increased during flu season (November-March). All high touch areas such as desks, door knobs, locker latches, handrails, toilet handles, computer keyboards, telephones and faucets are disinfected at least once per day (once during the school day and again during the evening cleaning). It should be common practice to carry a spray bottle of disinfectant.
- Daily cleans a designated area in the school (as assigned)
- Checks emails daily

7. Cater to Public Use of Buildings and Grounds

- Advises caretakers of any authorized use by outside organization of classrooms, gym, grounds, etc., in order that caretakers can schedule cleaning of those areas
- Coordinates with administration to make arrangements for moving of furnishings, where required, for organizations using facilities, e.g. tables for elections, chairs for programs.

8. Any other related duties which may be assigned by the Principal or Maintenance Supervisor