



JOB DESCRIPTION

JOB TITLE	Category B Custodian
JOB GROUP	CUPE 4222A
LEVEL	B
DEPARTMENT	Organizational Support Services, Facility Services
SUPERVISOR	Operations Leader

POSITION SUMMARY

The Category B Custodian is responsible for cleaning the assigned facility and maintaining a safe learning and working environment.

DUTIES AND RESPONSIBILITIES

- Disinfect washrooms, doors and windows.
- Mop, scrub and refinish floors.
- Dust classrooms and clean desks.
- Attend to vandalism inside and outside the building.
- Ensure entrance ways are safe by removing debris, snow, and applying salt.
- Fill all dispensers i.e., soap, paper towels and toilet paper.
- Cut grass, maintain gardens, remove garbage.
- Replace filters on boilers, furnaces and water systems.
- Check and shutdown boilers if necessary.
- Restart and reset pumps.
- Provide basic maintenance for air conditioning units.
- Operate and conduct basic maintenance on motorized cleaning equipment.
- Clear plugged toilets, sinks and urinals.
- Check emergency lighting and alarm systems.
- Respond to requests from staff, parents/guardians and other members of the public.
- Secure building at night or in an emergency.
- Receive shipments of supplies.
- Report any maintenance or health and safety concerns.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.