



JOB DESCRIPTION

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

POSITION SUMMARY

The Charge Custodian is responsible for the custodial operation in the assigned location which includes establishing cleaning schedules, purchasing supplies, managing the custodial budget and providing guidance and direction to custodial staff.

DUTIES AND RESPONSIBILITIES

- Complete own cleaning schedule.
- Arrange thorough cleaning of buildings at scheduled holiday periods.
- Perform routine cleaning and maintenance on filters, fan belts, motors and pumps, grease traps, lights and lamps.
- Maintain floors, i.e. auto scrubbing, stripping, waxing, burnishing, and spray buffing.
- Maintain safety and presentation of grounds.
- Train custodial employees.
- Assist staff to meet expected standards.
- Assign and schedule work and vacations.
- Contact supervisor regarding personnel issues.
- Ensure that health and safety regulations and fire codes are met within the purview of custodial responsibilities.
- Consult with Principal regarding special events, maintenance work or on any matter related to assigned duties.
- Order supplies and monitor budgets and purchasing card transactions.
- Monitor email for notices and announcements.
- Maintain access to facility through key distribution.
- Perform cleaning inspections as per procedure.
- Contact supervisor with concerns regarding systems or safety.
- Liaise with maintenance staff and call contractors for service as required.
- Check and maintain boilers, heating and ventilating units, water, well and septic systems, cooling towers, sewage systems, pumps, and chlorinators.
- Maintain logbooks.
- Perform regular checks for safety on the grounds and outside and inside the building.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Two years of related work experience and completion of the TVDSB Building Operations Training Course is required.