



## JOB DESCRIPTION

<b>JOB TITLE</b>	Shift Leader
<b>JOB GROUP</b>	CUPE 4222A
<b>LEVEL</b>	C
<b>DEPARTMENT</b>	Organizational Support Services, Facility Services
<b>SUPERVISOR</b>	Operations Leader

### POSITION SUMMARY

The Shift Leader is responsible for the custodial operation in the assigned location for the afternoon or midnight shift, or assumes responsibility in the absence of the Charge Custodian.

### DUTIES AND RESPONSIBILITIES

- Complete own cleaning schedule.
- Participate in school cleaning at scheduled holiday periods.
- Set-up and take-down rooms for special events.
- Perform routine maintenance on heating and cooling, lighting, and other systems.
- Maintain floors, i.e. auto scrubbing, stripping, waxing, burnishing, and spray buffing.
- Maintain safety and presentation of grounds.
- Alter cleaning schedules as required.
- Contact supervisor regarding staff absences.
- Assist with training new staff or demonstrate new procedures to staff.
- Report any personnel issues to the Charge Custodian or Operations Leader.
- Consult with Charge Custodian regarding special events, maintenance work or on any matter related to assigned duties.
- Perform cleaning inspections as per procedures.
- Ensure all health and safety codes are followed.
- Contact supervisor with concerns regarding systems or safety.
- Liaise with maintenance staff; call contractors for service, i.e., snow removal, salting.
- Check and maintain to expected levels boilers, heating and ventilating units, water, well and septic systems, chlorinators.
- Maintain logbooks.
- Perform regular checks for safety of the grounds and inside and outside the building.

### EDUCATION

Completion of OSSD or equivalent.

### EXPERIENCE

One year previous of related work experience and the completion of the TVDSB Building Operations Training Course is required.