



School District #54 (Bulkley Valley)
JOB DESCRIPTION
CUSTODIAL FOREPERSON / CUSTODIAN
Location: District

SUMMARY:

Reporting to the Custodial Manager, the Custodial Foreman plans, supervises, organizes, and coordinates the delivery of Custodial supplies. This position ensures safety, cleanliness, sanitation and security of schools and facilities. The Custodial Foreman oversees and collaborates with custodial staff, school-based needs and the Custodial Manager and perform regular custodial duties.

DUTIES:

- Ensures efficiency of productivity under the direction of the Custodial Manager. Provides written or verbal reports to the Custodial Manager
- Perform regular custodial duties such as dusting, sweeping, mopping, vacuuming, washing, scrubbing, disinfecting and disposing of material as required.
- Provides instruction and guidance to custodial staff on appropriate cleaning methods and practices
- Responds to custodial staff and Administrators' requests and responds to emergent situations.
- Resolves work-related issues. Liaises with staff on department policies and procedures.
- Coordinates relevant safe work procedures and ensures compliance. Inspects work to ensure performance standards and safe working conditions are maintained.
- May assist with hiring process or selection of job applicants. Trains new employees and provides orientation.
- Ensures regular safety checks and maintenance of equipment.
- Ensures buildings are maintained in a clean and sanitary condition. Investigates and resolves identified concerns.
- Reports unsafe conditions. Assists with accident and injury investigations and reporting. Implements safety recommendations.
- Monitors cleaning supply inventory, confirms supply orders, delivery and maintains records for all sites.
- Communicates effectively using courtesy, tact and discretion with staff, students, parents and public in the explanation and clarification of information.
- Maintains the confidentiality of information seen or heard.
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

SKILLS AND ABILITIES:

- Able to lead the custodial staff to achieve goals and objectives of the school district.
- A working knowledge of conflict resolutions or behaviour management techniques.
- Able to communicate effectively using courtesy tact and discretion in difficult, sensitive or specialized nature.
- Familiar with the care and use of custodial equipment and tools.

QUALIFICATIONS:

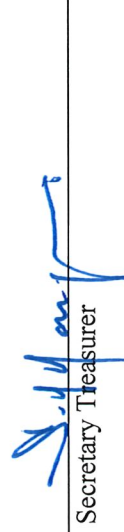
- Completion of Grade 12 (Dogwood Certificate)
- Certification relevant to Custodial Services
- Six years of current relevant experience, including at least 1 year recent and relevant supervisory experience
- Custodial experience
- Demonstrates a working knowledge of supervisory skills
- Working knowledge of computers
- Building & Plant Maintenance Certificate would be an asset
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid B. C. Driver's License and an exemplary driving record as demonstrated by a current driver's abstract
- Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:


CUPE Job Description Committee


CUPE Job Description Committee


Secretary Treasurer


Date