

## **School District 69 (Qualicum)**

### **Spare Custodian**

School District 69 (Qualicum) invites applications from qualified candidates for Spare Custodian for the Oceanside area.

#### **JOB FUNCTION:**

An employee in this classification ensures that students and staff are provided with a clean, safe and secure environment in which to learn and work.

#### **REPORTING TO:**

Assistant Manager of Operations (AMO) or designate.

#### **ILLUSTRATIVE EXAMPLES OF WORK:**

1. Carries out the assigned custodial responsibilities in accordance with the established routines safety protocols and procedures.
2. Maintains the security and order of the facility, including alarming the building at the end of the shift.
3. Provides access for approved community groups.
4. Moves furniture within buildings as required for various activities as assigned by the supervisor.
5. Performs minor maintenance and repairs, e.g., soap and towel dispensers, light bulb replacements and equipment.
6. Reports items for work order submissions to the AMO or designated site administrator.
7. Maintains an adequate inventory of custodial supplies at the site.
8. Performs other assigned job-related duties within this classification.

#### **REQUIRED ABILITIES AND QUALIFICATIONS:**

1. Grade 12 or equivalent.
2. Successful completion of a Certified Building Service Worker Level one and two from a recognized institution. (minimum 40 hours instruction).
3. Six months work experience in an institutional or commercial operation.
4. Demonstrated ability to perform and learn manual tasks, including the lifting of medium heavy loads, working overhead and working on a ladder.
5. Good interpersonal, oral and written skills.
6. Ability to work independently.
7. Ability to communicate and work effectively with staff and public.

Applications must include proof of qualifications and references.

***Successful applicants must successfully complete an Authorization for Criminal Records Search pursuant to the Criminal records Review Act.***