



CASUAL CUSTODIAN
Operations Services

Position Title: Casual Custodian

Section: Property Services-Custodial

Job Summary: The Custodian contributes to the effective operation of the Operations Services Department within the Halifax Regional Centre for Education and implements the principles of good energy management stewardship. The custodian maintains a clean, sanitary and attractive appearance of school buildings and facilities. This is accomplished by performing cleaning and maintenance duties in a professional, efficient, proactive and safe manner within the policies and procedures of the Department and Centre. This position reports to the Quality Control Supervisor and also takes direction from the Caretaker during shifts.

Competencies Required:

- (a) The ability to work and communicate effectively within a team environment;
- (b) The ability to support and communicate effectively within the site, Operations Services Department, other Departments of the Halifax Regional Centre for Education, and third parties including students, school staff, parents and outside entities;
- (c) Organization and writing skills of the nature required to effectively communicate with the Centre and external service providers;
- (d) The understanding of (and ability to carry out) approved policies and procedures developed by the Operations Department and the Centre;
- (e) The desire and ability to engage in continuing education and skills upgrading;
- (f) To understand and promote confidentiality as the norm;
- (g) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (h) The ability to perform minor maintenance tasks;
- (i) The knowledge of and ability to perform practices and procedures required to maintain a building.
- (j) The ability to react effectively to emergencies or other changes in work environment that require immediate re-prioritizing of tasks.

Qualifications:

- (a) High School Diploma, General Educational Development (GED) or equivalent training and experience;
- (b) Physical and mental ability to perform a full range of cleaning and janitorial duties;
- (c) Good communication and interpersonal skills with students, staff, and visitors;
- (d) Capable of working as member of a team or individually with minimal supervision as needed;
- (e) Able to work all shifts;
- (f) Previous janitorial experience an asset.

Duties and Responsibilities:

- (a) Perform a broad range of cleaning and minor maintenance services for the Operations Services Department;
- (b) Cleans, dusts, vacuums, and washes ceilings, floors, walls, furniture, bathrooms, rooms, gymnasiums, cafeterias, corridors, windows, doors, stairways, gym seats, and any other associated equipment and fixtures;
- (c) Sweeps, mops, vacuums, strips, all floor surfaces;
- (d) Collects garbage from classroom, offices, washrooms, dietary areas, playground, meeting rooms, windows, doors, stairwells, school ground litter etc. and transports to proper location;
- (e) Separates, moves, and disposes correctly of all types of garbage, waste, debris, compostables, and recycling material;
- (f) Replenishes disposable supplies such as toilet tissue, soap, paper towels, etc.;
- (g) Uses equipment and supplies properly in accordance with all safety regulations and procedures. Cleans, maintains, and stores equipment after use;
- (h) Reports problems to supervisor and principal if required. Reports to immediate supervisor when available for other duties during shift;
- (i) Assists in or assumes work duties and tasks that may normally be designated to other staff members or shifts such as moving furniture, replacing lights, security monitoring, painting touch up, graffiti removal, ceiling tile replacement, light bulbs/shades replacement, etc. when required;
- (j) Maintains current knowledge of all school, department and HRCE policies and procedures including occupational health, safety, personnel, attendance, work routines WHMIS, collective agreement, fire and disaster plans;
- (k) Ensure proper alarm procedures are followed when entering or leaving facility;
- (l) Perform snow and ice control duties as appropriate;
- (m) Performs risk assessment of all projects and maintains risk management protocols at all times;
- (n) Protects the confidentiality of student and Centre information;
- (o) Performs any other operational duties as required.

Work Environment (Equipment, Demands, and Hazards):

- (a) Use tools required in performance of duties such as mops, brooms, plungers, burnishers, carts, hammers, screwdrivers, etc.;
- (b) Work with varying cleaning liquids, powders, sprays, soaps, gloves, etc.;
- (c) Potential to be exposed to chemicals, unclean substances and soiled conditions;
- (d) Job requires predominately walking and standing. Normal work time spent indoors with occasional outdoor periods.
- (e) A neat and tidy personal appearance must be maintained;
- (f) Occasional periods of high levels of physical exertion are needed. This includes heavy lifting (50+ lb.), walking, bending, pushing large loads, carrying, stooping, reaching, standing on ladders, shovelling, etc.;
- (g) May work in small spaces and in areas with mechanical equipment such as boilers and ventilation units;
- (h) Require use of personal protective equipment appropriate for specific tasks.
- (i) As per the collective agreement, work evenings, days and weekends as required.

Director, Operations Services

Date