

## **SCHOOL DISTRICT NO.5 (SOUTHEAST KOOTENAY)**

### **JOB DESCRIPTION**

#### **JOB TITLE: BUILDING SERVICE WORKER - DAY**

**JOB SUMMARY:** An employee hired to perform custodial duties, that is responsible to the Manager of Operations or designate.

#### **QUALIFICATIONS REQUIRED:**

1. Grade 12 or equivalent or willing to obtain
2. Driver's License would be considered an asset
3. Experience/formal training cleaning in a related field would be considered an asset.
4. Computer skills would be an asset

#### **MUST HAVE THE ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Work with disagreeable conditions from time to time.
3. Solve problems related to the position.
4. Be self-directed, work independently and/or work collegially in a team environment.
5. Perform the physical requirements of the job.
6. Maintain confidentiality.
7. Operate a variety of equipment and tools related to the position.

#### **RESPONSIBILITIES AND DUTIES:**

- 1 Ensure secure, safe and sanitary conditions of facility and grounds such as setting alarms, locking doors, snow removal, dusting, sweeping, washing and garbage pickup.
- 2 Perform cleaning, maintenance and restoration of floors. ie: stripping and waxing.
- 3 Maintain an accurate inventory of cleaning equipment, supplies and order as needed.
- 4 Operate and care for equipment related to the position.
- 5 Make routine repairs on a regular basis.
- 6 Develop work methods in agreement with Manager of Operations or designate for assigned tasks.
- 7 Report maintenance concerns to the principal/vice principal.
- 8 Check daily with school principal/vice principal for specific school needs.
- 9 Complete daily check list of duties.
- 10 Perform other job related duties.