



VANCOUVER ISLAND WEST
School District 84
SUPPORT STAFF JOB POSTING
No. 2018-13

TEMPORARY CUSTODIAN 3
Zeballos Elementary Secondary School

Under the direction, supervision and evaluation of the Principal, the Custodian 3 provides custodial services to Zeballos Elementary Secondary School in accordance with established procedures, with regard to safety, sanitation, security, and appearance.

Effective immediately until the return of the incumbent or June 28, 2018, whichever comes first, this appointment is for two (2) hours per day, Monday to Friday.

Duties:

- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, and disinfecting facility's surfaces such as floors, carpets, windows, walls, desks, etc., including sweeping outside entrance ways leading into the facilities;
- Operates a variety of care taking equipment, such as vacuums, polishers and rug cleaning equipment, etc.
- Handles the mixing of chemicals for cleaning purposes.
- Collects and removes garbage inside facilities.
- Distributes de-icer on entrance ways and approaches on days when ice is likely to form or has formed;
- Moves furniture and equipment as required to facilitate cleaning.
- Secures all doors and windows, makes security checks and sets intrusion alarms at end of shift.
- Maintains janitorial equipment in clean and serviceable condition, referring electrical/mechanical problems to designated Supervisor.
- Submits maintenance requests and vandalism problems to the Supervisor.
- Trains new and temporary employees, when required.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with WHMIS and WSCB safety procedures.
- May be required to perform other job-related duties as assigned.

Qualifications:

- Grade 12 education or the equivalent.
- Physical capability to perform the job duties.
- St. John's Ambulance First Aid, Occupational First Aid Level 1 or equivalent certificate.
- WHMIS certification.
- Demonstrated appropriate interpersonal skills.

The rate of pay for a Custodian 3 is \$20.69 per hour plus 5% in lieu of benefits and 4% in lieu of vacation as per the Collective Agreement. Employment is subject to an approved Criminal Record Check.

Inquiries are welcomed by the Principal at 250-2538 or 250-283-2220.

Interested applicants are required to submit a cover letter, application form, resume, and supporting documents by 4 pm, June 19, 2018 to:

Annie McDowell, Associate Director of Human Resources
Vancouver Island West School District 84

E-mail: amcdowell@viw.sd84.bc.ca www.sd84.bc.ca

The successful applicant may be required to complete on-line WHMIS and bullying and harassment awareness training prior to the commencement of this assignment. Information will be provided.