

**DISTRICT OF ELKFORD  
EMPLOYEE POSITION DESCRIPTION**

**Position Name:** Custodian **Date Created:** March 22, 2013

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**Classification:** CUPE, Schedule A  
Custodian **Date of Last revision:** N/A

**Weekly hours:** Up to 8 hours per day and 40 hours per week

**Schedule of hours:** As per collective agreement and as scheduled

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**Approval:**

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Chief Administrative Officer

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Supervisor

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**Nature of Work:**

Under the general direction of the Director, Leisure Services, and the general supervision of the Recreation Operations Supervisor or alternate, the position performs manual work such as janitorial, housekeeping, and minor maintenance on an assigned shift. The custodian must be able to work with minimum or no supervision. The custodian's work reflects the District's focus on cleanliness and safety.

**Duties and Responsibilities include:**

- Cleans by a variety of methods such as dusting, mopping, washing, vacuuming, polishing, etc.;
- Operates various equipment such as vacuums, polishers, floor machines, etc.;
- Empties and cleans garbage/recycling receptacles;
- Stripping and waxing floors and shampooing rugs;
- Maintains custodial inventories and supplies;
- Keeps custodial rooms neat and tidy;
- Assist in the general upkeep and tidiness around District facilities;
- Sweeps, salts, sands and clears snow from exterior entrances to District facilities to allow safe public access as required;
- Assist with the set-up and takedown of tables, chairs, and other furniture and equipment for events and activities as required;
- Assist with minor maintenance such as changing light bulbs, painting, etc. as required;
- Opening and closing of facilities and rooms as required;
- Ensuring equipment, property, buildings, and vehicles are kept secure;
- Assistance in the enforcement of rules and regulations;
- Other duties as assigned from time to time.

**Qualifications and Experience:**

- Grade 12 Diploma or equivalent;
- Valid BC Driver's License, minimum Class 5;
- Valid basic first aid certification (preferably OFA Level 1 or equivalent);
- WHMIS Certificate and familiar with Workers' Compensation Board (WCB) safety procedures;
- Have or be willing to obtain a BC Safety Awareness Refrigeration Ticket;
- Ability to exercise courtesy and tact when dealing with both the public and staff;
- Ability to maintain confidentiality;
- Physically fit and able to perform job duties;
- 1 year janitor experience required.