

CUSTODIAN JOB DESCRIPTION

POSITION SUMMARY

Under the general direction of the Administrator, this position is required to provide custodial care, cleaning and daily maintenance of the municipal hall and public works facility. The work requires sound knowledge of custodial and maintenance procedures and experience with up-to-date cleaning methods, and the use, care and upkeep of the materials and equipment used. Verbal and written instructions are received from the District Administrator. This is shift work and some weekends may be required. The position is normally performed under limited supervision, following well established procedures. Shift work, including weekends, may be required.

DUTIES AND RESPONSIBILITIES

- Sweeps, vacuums, wet mops, scrubs, strips, seals, waxes and polishes stairs and floors.
- Clean carpets as required.
- Dusts and cleans offices, meeting rooms, etc., washes interior windows and walls.
- Cleans washrooms, replenishes supplies and ensures that proper disinfectants and cleaning methods have been used.
- Washes dishes and cleans coffee rooms and ensures that proper disinfectants and cleaning methods have been used.
- Empty recycle bins and refuse containers.
- Cleans lighting fixtures.
- Performs other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE AND ABILITIES

- Physically able to satisfy the requirements of this position.
- A good knowledge of the use of modern cleaning materials, where and when they are to be used, and on what type of surfaces.
- Knowledge of the rules and precautions necessary to avoid accidents in and around municipal facilities and equipment.
- Ability to keep simple records of work and material used in duties.
- Able to maintain harmonious relationships with the public and staff members.
- Valid BC Driver's Licence (minimum Class 5).