



Section: **Roles and Responsibility**
Policy #: **1840**
Policy: **School Custodian**

Date Approved: November 20 2004
Revision Dates:

The following is the typical job description for this position in Nelson Diocese schools however it may vary from school to school.

RESPONSIBLE TO: School Principal

GENERAL DESCRIPTION

The janitor is expected to maintain the cleanliness of the school plant and the surrounding grounds. (S)he should be able to work well with minimum supervision and ensure that appropriate equipment and materials are readily available. Good human and public relations skills are essential to this position.

TYPICAL DUTIES

Janitorial duties include:

1. Cleaning and polishing floors and furniture, washing walls and windows.
2. Cleaning and disinfecting washrooms.
3. Cleaning classrooms, door knobs, hardware and doors.
4. Maintaining sanitized drinking fountains.
5. Cleaning and polishing mirrors.
6. Dusting lamps and fluorescent fixtures.
7. Emptying waste paper containers.
8. Vacuuming rugs.
9. Cleaning all mudroom areas.
10. Maintaining a good working relationship with fellow employees, administrators and teachers.

Such other duties appropriate to the position as might be detailed in contractual arrangement. Special tasks to be completed during periods of extended school closure e.g. stripping, waxing and polishing floors, painting, steam cleaning carpets, etc.

QUALIFICATIONS

Minimum Grade 10. Some janitorial experience preferred.