



CUSTODIAN JOB DESCRIPTION

St. Bernadette Elementary is a Catholic independent school situated in the beautiful Panorama Ridge area of Surrey. The school was founded in 1986 and currently has a healthy population of approximately 225 students. A state-of-the-art gymnasium, newly renovated Library Learning Commons and classrooms that boast flexible learning spaces, St. Bernadette's excels in providing excellence in education.

St. Bernadette Elementary is pleased to offer a custodial position commencing as agreed upon with the selected candidate. The custodian will perform a variety of tasks related to the cleaning and sanitizing of St. Bernadette School. The hours are typically 25hr per week and wages are between \$25.66 - \$28.22 depending on experience. This position shall commence as agreed upon with the selected candidate.

Roles and Responsibilities:

- Cleans, disinfects, sanitizes, secures and maintains school facilities, equipment and furniture as required.
- Operates, cleans and maintains custodial tools and equipment for daily use.
- Provides daily, weekly, monthly and yearly routine janitorial and custodial tasks.
- Responsible for procuring and keeping a sufficient stock of janitorial materials
- able to perform tasks that involve moderate to high level of physical effort. This includes lifting up to 50 pounds, bending, kneeling, twisting, reaching, and ladder climbing
- At times, assists with room set up/take down for meetings, external events, or various other activities

Required Qualifications:

- previous experience with janitorial services
- possess general maintenance and repair skills
- has an understand of standard cleaning procedures, as well as knowledge of the use and application of chemicals, products and cleaning equipment.
- understands WorkSafeBC policies
- has knowledge of Workplace Hazardous Materials Information System

Preferred Qualifications:

- shares in the Christian faith
- experienced working in educational or similar commercial buildings
- contributes to a welcoming, safe environment
- maintain good working relationships with all students and staff, suppliers, vendors, and trades
- demonstrates a strong work ethic and has the ability to work as a team player with little or no supervision
- Custodial Services Training Programme/Certification or completion of Building Service Worker Course is not required but considered an asset.
- shows concern for the cleanliness and image of facilities
- ability to make decisions, solve problems and manage time effectively
- working knowledge of common mechanized cleaning equipment is desirable

In accordance with the Criminal Records Review Act, candidates must sign a consent to permit a criminal record review. Employment with St. Bernadette Elementary School is subject to passing this criminal record review.

To apply, please upload your resume, cover letter, and any supporting documentation addressed to Mr. Michael van der Pauw, Principal or send it to principal@stbernadette.ca. Short-listed candidates will be contacted for an interview. The position will be open until filled.