

## **485 CUSTODIAN SUPERVISOR**

### **Identifying Information**

Position Title:	Custodian Supervisor
Classification Title:	Support Staff
Department:	Central Office
Reports to:	Director of Technology, Learning and Facilities
Position Supervises:	School Custodians and Housekeepers

### **Position Summary**

The Custodian Supervisor supervises, and fills in when required, the cleaning and maintenance services at schools. They must have a thorough working knowledge of all cleaning functions performed by both Housekeepers and Custodians.

### **Qualifications**

1. Custodial experience, preferable in a school environment
2. Excellent communication skills
3. Ability to work independently and as part of a team
4. Reliable with high integrity and strong work ethic
5. Proactive organizational skills
6. Budget and supply maintenance

### **Duties and Responsibilities**

1. Performs any and all duties of a custodian when required.
2. Schedules custodial staff for all division facilities.

3. Maintains and orders custodial supplies for all division facilities.
4. Monitors cleanliness of all division facilities.
5. Manages custodial budget for all division facilities.
6. Collaborates with the Human Resources Department to hire custodial and housekeeping staff.
7. Other duties as assigned by the Director of Technology, Learning and Facilities.

### **References**

Section 33,52,53,55,68, 198,199, 204, 205, 222,225 Education Act  
Employment Standard Code  
Labour Relations Code  
Occupational Health and Safety Act  
Freedom of Information and Protection of Privacy Act

### **History**

Developed: August 2003  
Amended: September 2020