

**SECTION I - JOB DESCRIPTION**

**BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT # 61  
(GREATER VICTORIA)**

**CLASSIFICATION**

**JANITOR**

**JOB SUMMARY**

- Responsible to the appropriate supervisor or his assistant through the school custodian
- Performs janitorial duties as assigned
- In accordance with the "B.C. Boiler and Pressure Vessels Act" and the current collective agreement, a janitor holding an Engineer's certificate is responsible for the safe operation of a heating plant and when, so assigned, maintains a reduced janitorial area.

**JOB CHARACTERISTICS**

- Cleans, dusts, vacuums, mops, washes, polishes, scrubs, seals, waxes, spray buffs, disinfects, brushes, sweeps, all surfaces such as floors, walls, furniture, ceilings, fixtures, windows, glass partitions, and equipment
- Replenishes washroom supplies as required
- Maintains assigned area to an acceptable level of cleanliness
- Empties waste receptacles, pencil sharpeners, garbage containers and sanitary napkin disposal bins as required, and keeps them in a clean and sanitary condition
- Cleans chalkboards, chalkrails, and brushes as required
- Cleans sanitary fixtures, including toilets, urinals, sinks, showers, etc.
- Services Community and School Use permits as requested and in accordance with the current collective agreement
- Observes and reports on the condition of areas of the school and the equipment used by each permit holder after use of the facilities.



**JOB CHARACTERISTICS (Cont'd)**

- Moves furniture and equipment as requested
- A janitor holding an Engineering certificate and assigned as a certified janitor may be required to perform duties such as preventative maintenance of heating and ventilation equipment, boiler cleaning, etc.
- Responsible for securing the building and activating the security system
- Reports promptly to the appropriate custodian or supervisor, any mechanical failures or damage to School Board property, buildings, equipment and tools
- Performs duties in compliance with safety regulations
- Performs other assigned duties related to the above.

**JOB QUALIFICATIONS**

- Physically able to perform all duties included in Job Characteristics
  - Able to climb and work from 3 metre ladders
  - Past experience in the janitorial field desirable
  - A janitor must possess a valid certification as set out in the B.C. Boiler and Pressure Vessels Act where certification is required
- Maintains a cooperative working relationship with other workers, supervisory and teaching staff, students and the public.

June 21, 1995

