

**TOWN OF COMOX**  
**CLASS SPECIFICATION**

<b>CLASS TITLE:</b>	<b>CUSTODIAN</b>
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**NATURE AND SCOPE OF WORK**

The Custodian will be responsible for keeping the Comox Community Centre in a clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, shampooing rugs, cleaning and stocking washrooms, washing walls, glass and upholstered furniture, and removing garbage. Duties will also include assisting program instructors, renters and other facility users in setting up for various activities; notifying management of the need for repairs and cleaning snow and debris from facility sidewalks and entrances. The Custodian works under the guidance of the Facility Maintenance Supervisor and reports to the Recreation Director.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- Inspects and provides custodial services, including washing, scrubbing, vacuuming, waxing, polishing, dusting, emptying and collecting garbage, operates floor scrubbers and polishers and carpet cleaners; removes ice, snow and other debris in and around recreation complex as required.
- Transports, installs, sets up and removes materials and equipment to meet program/user group requirements; provides supportive and courteous assistance to user groups regarding the use of the facility and equipment; and provides quality customer service to the general public.
- Cleans and stocks washroom facilities.
- Responsible for building and grounds security, including lock-up, setting alarm and closing gates.
- Responsible for maintaining the grounds around all entrances and emergency doors, including snow removal.
- Carries out safe work practices and adheres to safety and other related regulations; monitors facility use to ensure premises are secure and that all facility rules, licensing, health, safety and fire regulations are adhered to; reports unsafe and/or unsecure situations that may arise from time to time; implements emergency procedures as directed.
- Performs minor repairs as requested.
- Performs back-up functions and other related duties as assigned or required from time to time.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Completion of Grade 12 or equivalent combination of skills and training.
- Minimum of 1 year custodial experience.
- Knowledge of WorkSafeBC regulations.
- BSW 1 certification.
- WHMIS certified.
- Ability to comprehend detailed instructions orally and in writing and implement company policies and procedures.
- Highly motivated and ability to work independently.
- Able to deal with people in a sensitive, tactful, diplomatic and professional manner at all times.
- Ability to work well as a member of a team and independently.
- Physical ability to frequently lift heavy objects such as tables and other equipment, work in awkward positions, and climb ladders; continuously stand and walk throughout the day; occasionally work in inclement weather.
- Clean, current Criminal Record Check.
- Current first aid certificate, including CPR C and AED

JS/II