

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: January 6, 2026

SUBJECT: JOB POSTING #2025-80

The Human Resources Office will accept applications up to **Tuesday, January 13, 2026 - Noon** - for the following position

HEAD CUSTODIAN – Conrad Street Elementary School

This is a full-time, temporary position, 7.5 hours per day, effective immediately until April 30, 2026. The terms and conditions of the IUOE collective agreement shall apply. Rate of pay is according to schedule.

Job Summary:

The employee is responsible for custodial services, security and safety procedures within the assigned school.

Brief Job Description:

- (a) Performs custodial duties in order to maintain the facility in a clean and sanitary manner, according to approved work schedules and procedures.
- (b) Provides general supervision to custodial staff where required.
- (c) Advises and consults with the Principal on any problems within their school.
- (d) Ensures that the facility is secured at appointed hours.
- (e) Performs minor maintenance work as required (change light tubes, air filters, etc.).
- (f) Submits stores requests as needed and ensures that supplies and equipment are stored in a clean, safe and tidy manner.
- (g) Submits work requests for repairs needed in consultation with the Principal.
- (h) Reports immediately to the Custodial Foreman any unusual circumstances or incidents.
- (i) Practices all applicable School District and WCB safety policies.
- (j) Performs other related duties as assigned or required.

Job Requirements:

- (a) Minimum grade 10 education plus one-year related experience.
- (b) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- (c) Ability to maintain good working relationships with school staff, pupils, parents/guardians and members of the public.
- (d) Ability to use cleaning equipment and chemicals safely and appropriately.
- (e) Must be physically able to perform the duties of the position.
- (f) Must have a working knowledge of all applicable School District and WCB safety policies.
- (g) Must be able and willing to work any assigned shift in various locations.
- (h) Must have WHIMIS training or be willing to obtain.