

## SUPPORT STAFF POSTING

**To:** All IUOE Employees

**Date:** January 15, 2026

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### **JOB POSTING #2025-84**

The Human Resources Office will accept applications up to **Thursday, January 22, 2026 - Noon** - for the following position:

#### **DISTRICT CUSTODIAN**

Part-time temporary district position, 20 hours per week, with initial placement at Charles Hays Secondary School, effective immediately until April 30, 2026. The hours assigned to this position are 10:00 am to 2:00 pm daily. The successful applicant will be assigned to attend various school district locations as the necessity for custodial duties arises. 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 and assists with security and safety procedures within the assigned work area.

#### **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) Assists in ensuring that the facility is secured at appointed hours within their specific work area.
- (c) Advises and consults with the Principal, Maintenance Foreman or Custodial Foreman on any problems within the school or working location..
- (d) Performs minor maintenance work as required (change light tubes, air filters, etc.).
- (e) Submits stores requests to the Head Custodian as needed and ensures that supplies and equipment are stored in a clean, safe and tidy manner.
- (f) Reports immediately to the Maintenance or Custodial Foreman any unusual circumstances or incidents.
- (g) Practices all applicable School District and WCB safety policies.
- (h) Travels between school district locations as required to address custodial requirements.
- (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) Must be physically able to perform the duties of the position.
- (d) Must have a working knowledge of all applicable School District and WCB safety policies.
- (e) Must be able and willing to work any assigned shift in various locations.
- (f) Must have WHIMIS training or be willing to obtain.
- (g) Must have a valid BC Driver's Licence.

**For a full and complete job description please contact the Director of Operations.**

**PLEASE POST**