

**SUPPORT STAFF POSTING**

**To:** All IUOE Employees

**Date:** May 22, 2026

**JOB POSTING #2026-16**

The Human Resources Office will accept applications up to **Thursday, May 26, 2026 - Noon** - for the following position:

**CUSTODIAN – ROOSEVELT**

Full-time, temporary position, 37.5 hours per week, effective June 1, 2026, until August 31, 2026 or the return of the incumbent, whichever is first. The terms and conditions of the IUOE collective agreement shall apply. Rate of pay is \$25.51 - \$26.11 per hour.

**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) Assists in ensuring that the facility is secured at appointed hours within their specific work area.
- (c) Advises and consults with the Head Custodian on any problems within their work area of his/her assigned school and reports to the Head Custodian immediately any unusual circumstances or incidents that may have occurred in their assigned area.
- (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) Practices all applicable School District and WCB safety policies.
- (g) To be familiar with and follow established procedures for daily, monthly and annual cleaning.
- (h) Responsible for the care of tools, equipment and materials used.
- (i) Performs other related duties as assigned or required.

**Job Requirements:**

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

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