

CUSTODIAL NIGHT TEAM LEADER
TEAM LEADER DUTIES AND RESPONSIBILITIES

1. Position Summary

Under the direction of the School and Maintenance/Custodial Administrator(s), clean and maintain building, conduct building security activities and perform other general related duties as outlined below.

2. Duties**Permits**

- Be aware of all evening school use.
- Open and close for groups during the evening.
- Attend to the cleaning needs of user groups.
- Address equipment requests from user groups.
- Report misuse / damage of facilities to the Day Team Leader and / or administrator.

Building Mechanical

- Respond to any breakdown or failure of equipment in the evening by either:
 - Doing a repair.
 - Calling the on-call supervisor.
 - Leaving a note for the Day Team Leader.
 - Calling the utility authority, e.g. Manitoba Hydro.
- Do a nightly boiler visual check during heating season.
- Change light bulbs as needed.

Exterior and Grounds

- Keep all walkways and entrances clear of ice and snow for permit user's entry.
- Inspect exterior lighting.
- Close all necessary gates and cables for overnight.
- Make broken windows as safe as possible and report.

Custodial Supplies and Equipment

- Stock custodial rooms with supplies.
- Report supplies that are running low to the Day Team Leader.
- Maintain custodial equipment and machinery.

Health, Safety and Fire Regulation

- Report / address all safety concerns that arise in the evening.
- Report any accidents to the on call supervisor.
- Ensure fire egress during concerts / functions.
- Meet authorities / Fire Department when alarms happen / reset panel.
- Report all fires to the Fire Department.
- Report all fires to the on call supervisor.
- Adhere to health and safety policies.

Supervisory Role

- Meet with the Day Team Leader at shift crossover.
- Assist in training new custodial staff on site.
- Ensure that work guidelines set by the Day Team Leader and the Administrator are followed during breaks and in the absence of the Day Team Leader.
- Carry the custodial cell phone while on shift.

Building - General

- Be available to permit holders and visitors.
- Assist all contractors and Divisional trades that are in the building.
- Arm the building nightly.

3. Education

- Grade XII or GED.
- Power Engineering Certificate – Fifth Class preferred.
- General mechanical aptitude.
- Knowledge of electrical, plumbing systems, heating and air conditioning systems, and computers.
- Ongoing WHMIS, mould awareness and floor care training.

4. Experience

- Three to four years experience as a custodian.

5. Physical Demands

- Continuous physical activity through walking, bending, climbing, stretching and standing while cleaning and conducting general maintenance.
- Occasional heavy lifting and awkward positions.