



JOB DESCRIPTION

CLASSIFICATION:	CUSTODIAN
REPORTS TO:	CORPORATE OFFICER
DATE:	APRIL 2025

POSITION SUMMARY

The Custodian provides regular cleaning of the municipal hall, public works building, and the Beryl Prairie Fire Hall. This role requires a thorough understanding of custodial and maintenance procedures, as well as experience with modern cleaning methods and the use, care, and upkeep of materials and equipment. This position involves shift work, including evenings and weekends, and limited supervision.

KEY RESPONSIBILITIES

- Performs routine cleaning tasks, including sweeping, mopping, vacuuming, dusting, and sanitizing all assigned areas.
- Cleans and maintains restrooms, replenishing supplies such as soap, paper towels, and toilet paper as needed.
- Dusts and cleans offices, meeting rooms, etc., washes interior windows and walls.
- Cleans staff break rooms and washes dishes, ensuring proper disinfectants and cleaning methods have been used.
- Empties trash bins and recycling bins.
- Monitors and reports any damages, vandalism, or safety hazards in the facilities.
- Maintains an inventory of cleaning supplies and request replenishments as necessary.
- Adheres to all health, safety, and environmental standards and procedures.
- Performs other related duties as required.

The duties listed above are an illustration of the types of work to be performed; the omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CORE COMPETENCIES

- **Attention to Detail:** Ability to identify areas requiring cleaning or maintenance and ensure tasks are completed to high standards.
- **Safety Awareness:** Knowledge of and adherence to health and safety protocols, including safe handling of cleaning products and equipment.
- **Time Management:** Capability to prioritize tasks efficiently and manage workload to meet deadlines and schedules.

- **Dependability:** Consistently reliable in attendance, punctuality, and meeting performance expectations.
- **Communication Skills:** Ability to effectively convey information to supervisors and report issues or concerns clearly and promptly.
- **Physical Stamina:** Capability to perform physically demanding tasks, including lifting, bending, and working on feet for extended periods.
- **Customer Service Orientation:** Commitment to creating a welcoming and clean environment for staff, visitors, and members of the community.
- **Integrity and Confidentiality:** Upholding professional standards, including respecting the privacy of sensitive areas or information encountered in municipal facilities.

REQUIRED QUALIFICATIONS

- Previous experience in custodial or maintenance work is an asset
- Physically able to satisfy the requirements of this position.
- Valid BC Driver's Licence (minimum Class 5)
- Satisfactory Police Information Check

GENERAL / WORKING CONDITIONS

- Must be available to work evenings, weekends, and holidays as required.
- Work is performed indoors with established safety check in procedures.
- Personal vehicle use is required for travel between worksites with mileage reimbursement provided.
- Exposure to cleaning products and chemicals; adherence to safety guidelines and use of protective equipment is mandatory.
- This is a position with the BC General Employee's Union (BCGEU).