

84492

CCA

EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS

POSITION TITLE: SUPERVISOR, NIGHT CUSTODIAL STAFF

REPORTS TO: Manager, Maintenance and Safety

SUPERVISES: Cleaners, Assistant Cleaners, Casual Cleaners and Casual Security Staff

JOB SUMMARY: To supervise and coordinate the evening cleaning services throughout the Division; and to ensure a high standard of cleanliness, sanitation, safety and security.

KEY ACCOUNTABILITIES:

1. To supervise the training and development of cleaning staff and through appropriate training and supervision, ensures supplies, equipment or other utilities are used in a productive manner.
2. To conduct daily inspections of cleaning quality and make recommendations for corrective action as required.
3. To coordinate and prioritize the work schedules of all cleaning staff and arrange for event staff and replacement casual cleaners if required.
4. To ensure sign in/sign out sheets and daily shift reports are completed by all night cleaning staff.
5. To provide effective on the job and safety training for new regular and casual employees and ongoing training for existing staff in the use of cleaning methods, chemicals, equipment and safety procedures and to ensure safety equipment is being worn by all staff according to the requirements of the Division's Job Hazard Analysis.
6. To recommend improvements in cleaning methods, products and equipment.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION
Great Schools for Growing and Learning

JOB DESCRIPTION:
AP5-20

7. To inspect the condition of all cleaning equipment, recommend repair and/or remove unsafe equipment from service.
8. To ensure staff have an adequate quantity of cleaning supplies and proper equipment as requisitioned and provided by the caretaker.
9. To coordinate and assist with seasonal cleaning requirements (i.e. refinishing gym floors).;
10. To respond to emergency fire, intrusion, boiler alarms, etc. as required and to assist where necessary in dealing with urgent matters and public users of the buildings.
11. To be responsible for the distribution and record keeping of relief cleaner and event staff keys.
12. To operate a two way radio/pager in order to communicate with all building staff and to help ensure the safety of employees and security of Division resources.
13. To carry out administrative tasks required to ensure and maintain high work standards.
14. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma plus Post-secondary training in a related area
- 5th Class Power Engineer Certificate
- 3-5 Years related experience including supervisory experience
- Ability to work a flexible schedule based on the school calendar
- Valid Manitoba Driver's Licence
- An equivalent combination of education and experience may be acceptable to the Division.

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