



GITKSEN WEST SECONDARY SCHOOL CUSTODIAN JOB DESCRIPTION

GITKSEN WEST SECONDARY SCHOOL

Gitksen West Secondary School is a brand-new, state-of-the-art high school serving the Gitwangak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'algayax and Gitksen culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for work experience, leadership, and skill-building programs, while staff benefit from a collaborative and innovative professional environment. Join us and make a direct impact on the education, well-being, and cultural development of our students.

JOB SUMMARY

The School Custodian is responsible for providing professional custodial services to maintain a clean, safe, and healthy school environment at Gitksen West Secondary School. This includes ensuring that all areas of the school, classrooms, offices, washrooms, common areas, and exterior grounds are maintained to the highest standards. The Custodian also ensures that custodial equipment and supplies are properly used, maintained, and stored, and that safety and environmental standards are met. They are also responsible for complying with school policies, occupational health and safety regulations and environmental standards. This position contributes to creating a welcoming, safe, and culturally respectful environment for students, staff, and visitors.

REPORTS TO

1. Principal

EMPLOYMENT QUALIFICATIONS

- Certification as a Building Service Worker (BSW I, II, and III)
- WHMIS (Workplace Hazardous Material Information System) certification
- FoodSafe certification
- First Aid / CPR certification
- Good physical health and stamina to perform manual cleaning and maintenance tasks
- Self-motivated, organized, and able to prioritize multiple tasks
- Knowledge and experience with janitorial supplies and equipment
- Reliable, independent, and able to work with minimal supervision
- Knowledge of Gitksen culture and language is an asset
- Clear Criminal Record Check with Vulnerable Sector Screening
- Emotional stability and ability to exercise sound judgment

- Strong interpersonal skills: communication, teamwork, problem-solving, patience, and a sense of humor
- Leadership and initiative; ability to supervise small teams or student helpers when needed
- High ethical standards and professional integrity
- Neat and clean personal appearance
- Ability to safely operate small maintenance and cleaning tools and equipment.

DUTIES AND RESPONSIBILITIES

A. General Custodial Duties

1. Maintain a clean, sanitary, and safe environment in all school areas
2. Empty and dispose of all garbage bins, recycling, and compostable waste
3. Clean, sanitize, and restock washrooms and handwashing stations
4. Disinfect bathrooms, toilets, urinals, sinks, counters, mirrors, doors, walls, lockers, and boot racks
5. Clean classroom and office surfaces including desks, tables, chalk rails, cupboard tops, and chairs
6. Keep floors clean, swept, mopped, and free of debris; maintain floor safety and anti-slip standards

B. Seasonal and Deep Cleaning

1. Perform deep cleaning tasks during the school breaks, including carpets, floors, windows, walls, school furniture, equipment, fridges, and stoves
2. Clean and organize furnace/utility rooms, storage areas, and janitorial closets
3. Monitor and maintain janitorial equipment, scheduling repairs or replacement as needed

C. Inventory and Supplies

1. Monitor and maintain an inventory of cleaning supplies, tools, and equipment
2. Order and restock janitorial supplies in a timely manner
3. Ensure the safe storage and use of chemicals and cleaning agents according to WHMIS standards

D. Safety, Health, and Compliance

1. Ensure health, safety, and environmental regulations are consistently met
2. Maintain a safe school environment for students, staff, and visitors
3. Report maintenance issues, hazards, or equipment failures to the Principal or maintenance staff
4. Participate in safety audits, inspections, and emergency drills
5. Assist in the training and supervision of student helpers working in janitorial or work-experience roles.

E. Collaboration and School Support

1. Work collaboratively with maintenance staff to ensure building systems and equipment are functioning properly
2. Support school events by preparing facilities and ensuring cleanup afterwards
3. Assist in maintaining a welcoming, culturally inclusive school environment.

F. Additional Responsibilities

1. Occasionally perform minor maintenance tasks under the guidance of the maintenance team
2. Participate in professional development and training related to custodial work, safety, and environmental best practices
3. Perform other duties as reasonably assigned by the Principal.

WORKING CONDITIONS

- Work is performed indoors and outdoors in all weather conditions
- Requires standing, walking, lifting, bending, and manual handling of supplies and equipment
- Exposure to cleaning chemicals and potential allergens
- Occasional work during evenings or weekends for special events, seasonal deep cleaning, or emergency response
- Responsible for ensuring that the school facility, equipment, and supplies are used safely and maintained to prevent accidents or damage
- Work in a collaborative environment with school staff, students, and the maintenance team

GENERAL DISCLAIMER:

THE ABOVE STATEMENTS are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not intended to be an exhaustive list of all duties and responsibilities. Gitksen West Secondary School Board reserves the right to amend, change, add or remove responsibilities to meet business and organizational needs as necessary, in accordance with applicable Employment Laws.

EMPLOYEES HAVE THE RIGHT AND RESPONSIBILITY to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafe BC or any other laws or regulations, both provincially and federally governing the Gitksen West Secondary School. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

IN THE OUTLINED DUTIES in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in the

Privacy and Confidentiality Act and any other applicable laws or regulations, both provincially and federally governing Gitksan West Secondary School and its employees.

YOUR SIGNATURE BELOW is an acknowledgement and commitment that you have read and understand the above outlined job description and will continually strive to accomplish each task in a professional and appropriate manner.

Custodian's Name	Custodian's Signature	Date
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GWSS Principal's Name	Principal's Signature	Date
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February 2026