

Facilities & Custodial Services Manager

SURREY CHRISTIAN SCHOOL

MAY 2022

THE POSITION

Under the direction of the Director of Finance the Facilities & Custodial Services Manager will be responsible for maintaining high quality facilities and grounds including custodial services and administrating third-party contracts (snow removal, elevator servicing etc.) The facilities manager will oversee the custodial staff including scheduling their work and communicating about school events and holidays.

SKILLS AND EXPERIENCE

- Experience in managing large facilities
- Experience in janitorial services
- Basic repair/servicing skills in the areas of electrical, plumbing, woodworking, appliances, HVAC, and alarm systems
- Evidence of commitment to the Christian faith
- Ability to work in a team environment
- Excellent service and interpersonal skills
- Strong managerial skills with financial/budget experience
- Strong written and verbal communication skills
- Demonstrate the ability to respect confidential information
- Evidence of courage, integrity, transparency, flexibility, and honesty

RESPONSIBILITIES

Oversee custodial staff

- Train employees in the proper method of cleaning and sanitation, following guidelines as established from time to time, including janitorial inspection checklists and walk-throughs.
- Maintain and approve timecards and forward these to the finance department on a bi-monthly basis.
- Ensure all janitorial staff follow WorkSafeBC standards including material safety
- All regular and seasonal custodial services are to be provided during after-school hours
- During Christmas Break, Spring Break, and the months of July and August, additional top/down cleaning activities shall be undertaken. This includes but is not limited to:
 - waxing of floors
 - shampooing of carpets
 - deep cleaning
 - window washing
 - locker cleaning
 - gym cleaning (including bleacher service and repair)
 - servicing of janitorial equipment

Other

- Accommodate and support after school and tenant-related activities from time to time
- Maintain appropriate storage for janitorial equipment
- Be on call for emergency situations and respond to alarm calls
- Attend to annual inspections for fire, insurance, and safety; and follow up to meet recommendations

Maintenance contract administration that includes but is not limited to:

- snow removal
- line painting
- elevator servicing
- tree trimming
- grounds and landscaping
- fire and alarm protection
- pest control
- mechanical
- electrical
- plumbing
- pest control