



2025/2026 CUPE Posting #3

Fax # (250) 949-8792

"Bringing Learning to Life!"

September 4, 2025

TO CUPE LOCAL 401

Employees are hereby advised that the following **REGULAR** position is available. Applications should be received no later than 4:30 p.m. September 19, 2025.

CUSTODIAN

Pay Rate	: \$27.85 per hour
Location	: Sunset Elementary School
Hours of Work	: 40 hours per week, while school is in session
Start Date	: ASAP
Reporting To	: Mr. Darby Gildersleeve, Manager of Operations & Maintenance

MAJOR DUTIES AND QUALIFICATIONS - See attached job description

Please mail all applications to:

Secretary Treasurer, School District No.85 (Vancouver Island North)

P.O. Box 90, Port Hardy, BC VON 2P0 or email to mjones@sd85.bc.ca

Please include a completed CUPE application, resume, transcripts and certificates.

[CUPE-Application-Form-fillable.pdf \(sd85.bc.ca\)](https://www.sd85.bc.ca/CUPE-Application-Form-fillable.pdf)

cc: CUPE Payroll
CUPE Local 401
All Schools
Port McNeill Maintenance
Transportation
School District Administration Office
Darby Gildersleeve, Manager of Operations and Maintenance

SCHOOL DISTRICT NO. 85
(Vancouver Island North)
CLASSIFICATION DESCRIPTION

CUSTODIAN

DEPARTMENT: School

JOB SCOPE

Reports to the principal.
May take direction from the Manager of Operations and Maintenance Services.
May work as part of a custodial team.
Maintains buildings in a clean condition according to established standards and procedures.
Responsible for security after regular school hours.
Works without close supervision.

MAJOR DUTIES AND RESPONSIBILITIES

Maintains in a clean, safe and sanitary condition, those furnishings, fixtures, and structures as part of a custodial team or within an assigned area.
Becomes thoroughly familiar with and follows established procedures for daily, monthly and annual cleaning duties.
Responsible for the care of tools, equipment and materials used, and for leaving the worksite in a safe condition.
Responsible for ensuring building is in a secure condition and the alarm system is in operation when leaving.
Undertakes routine repairs using ordinary hand tools.
Reports maintenance problems to supervisor.
Performs other duties necessarily incidental to those assigned above.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
Ability to maintain good working relationships with school staff, students and public.
Ability to understand and effectively carry out oral and written instructions.
Ability to arrange an effective work schedule under a minimum of direct supervision.
Working knowledge of materials, equipment and chemicals used in janitorial work.
Ability to use cleaning equipment and chemicals safely and skillfully.
Good health and sufficient strength and stamina to perform a variety of routine manual tasks in care, cleaning and minor maintenance of buildings.
Valid WHMIS Certificate.
One to two years of recent institutional custodial experience.
A Building Service Worker certificate may qualify for one year of experience.

Revised Feb. 1994
Reviewed Jun. 2000
Reviewed Apr. 2007
Revised Jun. 2010
Revised Jun. 2015
Revised Mar. 2019