

Custodial Staffing/Posting Procedures

Custodian 1's are generally hired off the custodial casual list, individuals on the list have already qualified at the Custodial 1 level and given roughly equivalent qualifications and job performance (as assessed by the Manager of Custodial Services). The selection will be based on current job performance.

Custodian 1 Selection Criteria:

Article 8.1 (b)

In making appointments, promotions and transfers, the required knowledge, ability and skills for the position as determined by the Board, shall be the primary consideration, and where two or more applicants are equally capable of fulfilling the duties of the position, seniority as defined in this Agreement shall be the determining factor. However, in all instances present employees shall be given preference when suitably qualified.

Required Knowledge, Ability, Skills

- Completion of Grade 10 or equivalent.
- Successful completion of an approved Custodial Information and Training program or equivalent.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Knowledge of materials, methods and equipment used in custodial work.
- Good health and strength sufficient to perform the required manual tasks.
- Ability to work in confined areas and at heights.
- Ability to use courtesy and tact in the explanation of and discussion of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.

Custodian 2 Selection Criteria:

Custodian 2's Article 8.1 (b)

In making appointments, promotions and transfers, the required knowledge, ability and skills for the position as determined by the Board, shall be the primary consideration, and where two or more applicants are equally capable of fulfilling the duties of the position, seniority as defined in this Agreement shall be the determining factor. However, in all instances present employees shall be given preference when suitably qualified

Required Knowledge, Ability, Skills

- ! High school diploma or equivalent.
- ! At least one year's experience as a Custodian 1 in a school district, or equivalent which includes the successful completion of an approved Custodial Information and Training program, or equivalent.
- ! Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- ! Knowledge of materials, methods and equipment used in custodial work.
- ! Good health and strength sufficient to perform the required manual tasks.
- ! Ability to work in confined areas and at heights.
- ! Ability to use courtesy and tact in the explanation of and discussion of information in contacts with public, parents, staff and students.
- ! Ability to perform individually and as part of a team.
- ! Ability to effectively communicate both verbally and in writing.
- ! Ability to plan and schedule work and organize the workload effectively.

Custodian 3 Selection Criteria:

Custodian 3's Article 8.1 (b)

In making appointments, promotions and transfers, the required knowledge, ability and skills for the position as determined by the Board, shall be the primary consideration, and where two or more applicants are equally capable of fulfilling the duties of the position, seniority as defined in this Agreement shall be the determining factor. However, in all instances present employees shall be given preference when suitably qualified.

Required Knowledge, Ability, Skills

- ! High school diploma or equivalent.
- ! At least one year's experience as a Custodian 2 in a school district, or equivalent which includes the successful completion of an approved Custodial Information and Training program.
- ! Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- ! Knowledge of materials, methods and equipment used in custodial work.
- ! Good health and strength sufficient to perform the required manual tasks.
- ! Ability to work in confined areas and at heights.
- ! Ability to use courtesy and tact in the explanation of and discussion of information in contacts with public, parents, staff and students.
- ! Ability to perform individually and as part of a team.
- ! Ability to effectively communicate both verbally and in writing.
- ! Ability to plan and schedule work and organize the workload effectively.

Note:

All custodial personal @ (September 2006) regarding educational requirements are red circled however any new candidate must meet the requirements as indicated. However candidates that possess the educational requirement will receive additional points through the competitive process. A list of custodial employee's will be provided by the Human Resource Office @ (September 2006) to both the Manager of Custodial Services and the CUPE Local 411.

Custodial Competitive Process

There are five parts to the competitive process they are:

Resume, Testing, Current Performance, Interview, References

Note:

The candidate must maintain in each of the areas being tested the applicable percentage pass grade for the level they have applied. Failure to attain the associated pass grade will result in elimination from the process.

Resume:

- Points are given for information provided and are based on the Knowledge, Ability and Skills section of each job description. The assigned pass grades are 60% Custodian 1, 65 % Custodian 2, 70% Custodian 3. Effective September 2008 the required level will be 65% Custodian 1, 70% Custodian 2 and 75% Custodian 3.
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Testing:

- Testing is based on current job knowledge, skills, abilities and has an assigned pass grade for each Custodial level.
- They are 60% Custodian 1, 65 % Custodian 2, 70% Custodian 3. These pass level will be maintain for the remainder of this current school year. Effective September 2008 the required level will be 65% Custodian 1, 70% Custodian 2 and 75% Custodian 3.

Current Performance:

- The following areas will be looked at Custodial Closet, Equipment Maintenance, Washroom Cleaning, and four classrooms determine at the time of the posting. Each candidate's personnel file will be checked for any current incidents The assigned pass grades are 60% Custodian 1, 65 % Custodian 2, 70% Custodian 3. Effective September 2008 the required levels will be 65% Custodian 1, 70% Custodian 2 and 75% Custodian 3.

Interview:

- The interview is based on current custodial knowledge, skills and abilities. With question being asked from Health and Safety, Chemical Use, and ability to plan and organize and communicate effectively. The assigned pass grades are 60% Custodian 1, 65 % Custodian 2, 70% Custodian 3. Effective September 2008 the required levels will be 65% Custodian 1, 70% Custodian 2 and 75% Custodian 3.

References:

- The references are checked once the interviews have been completed. A series of questions are scripted and applicable to the position being applied for.