SUMMARY
Under direction is responsible for the distribution of District mail, supplies and equipment; maintains District recycling program and maintains inventory of custodial supplies and equipment using accounting software. Supports District Operations personnel and provides team leadership for Building Service Workers (BSW).

DUTIES
• Processes and distributes District internal and Post Office mail
• Organizes recyclables from District sites and delivers to recycle depot
• Lifts, moves, transports and distributes supplies, furniture and other items
• Maintains postage accounts and recycling records, generates related reports
• Inventories, researches and purchases custodial & first aid supplies and equipment, using accounting software
• Performs inspections, maintenance and repairs on custodial equipment
• Supports District Operations personnel as required
• Assists in coordination of BSW work schedules, leads BSW teams
• Uses WHMIS, sources and distributes data sheets

Performs other assigned comparable duties, which are within the area of knowledge and skills required by the job description

QUALIFICATIONS
• Grade 12
• Two years’ experience in related work
• Building Service Worker Level 1 Certificate
• Valid BC Class 5 drivers’ license
• Demonstrated ability to lift and load safely
• Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or equivalent combination of training and experience

RELATIONSHIPS
• Responsible to Building Services Supervisor.

APPROVED
On behalf of: On behalf of:
School District #64 (Gulf Islands) CUPE Local 788

Original signed by: Original signed by:
Rod Scotvold, Secretary Treasurer Larry Melious, President

February 12, 2016 February 12, 2016

Classification: Operations V
JJEC approved date: February 11, 2016