

**SCHOOL DISTRICT No. 79 (Cowichan Valley)  
USW JOB DESCRIPTION**

**TITLE:** Custodial Leadhand  
**DEPARTMENT:** Custodial  
**REPORTS TO:** Custodial Supervisor or Designate

**SUMMARY:**

Under the direction of the Custodial Supervisor or designate, responds to calls from Custodians and troubleshoots, remedies and liaises with the Custodial Supervisor. Leadhands do not have the authority to hire, discipline or discharge other employees.

**DUTIES:**

1. Completes all duties of a Custodian, job description #10
2. Carries a district cell phone for communicating with Custodians and Custodial Supervisor
3. Drives a District supplied vehicle.
4. Liaises with the Custodial Supervisor regarding Custodial Department operations.
5. Provides support to Custodial staff by delivering emergent equipment and supplies.
6. Provides training and mentorship to Custodial staff including orientation on the safe and efficient operation and use of all Custodial equipment and supplies.

**Qualifications:**

Grade 12 education or academic equivalent.  
Valid B.C. Class 5 Driver's License, or higher, and clear driver's abstract  
Minimum two years related experience.  
Physically capable of performing all job duties.