



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Custodian	
Position Number(s)	Community	Division/Region(s)
37-5599	Fort Simpson	Health Services/Deh Cho

PURPOSE OF THE POSITION

The purpose of this position is to provide custodial services and maintain infection control standards. These functions are carried out within accepted cleaning practices and procedures, adhering to the acts, regulation, policies and procedures of the Government of the Northwest Territories (GNWT) and Northwest Territories Health and Social Services Authority (NTHSSA). This position is also responsible for transportation and courier services, monitoring and ordering of janitorial supplies, and minor maintenance of the facility, equipment, and NTHSSA vehicle(s).

SCOPE

This position is located at the NTHSSA Health Center, in Fort Simpson. The incumbent reports to the Facilities Manager situated at the Fort Simpson Health Centre. This position is responsible for the cleanliness of the Fort Simpson NTHSSA facilities to ensure that clients/patients have a safe, clean and tidy environment.

RESPONSIBILITIES

1. Custodial

Cleans and disinfects assigned areas in accordance with safe working practices, protocols and procedures set out by the GNWT, NTHSSA, infection prevention and control best practices to ensure the environment is clean and safe from disease.

- Sweep, vacuum, wash and polish floors and upholstery in offices and public areas
- Strip and wax floors as needed

- Dust and polish furniture, ledges, fittings, sills, countertops, and equipment
- Clean sinks, toilets, bathroom fixtures, mirrors, etc.
- Maintain janitorial supplies in offices and public areas
- Clean morgue as required
- Ensure that oxygen tanks are at least 50% full and request replacement tanks as needed
- Wash interior windows at least quarterly and as needed
- Removal of garbage and sharps containers and disposal in accordance with NTHSSA policy
- Perform other duties as directed by the Facilities Manager

2. Transportation and Courier Services

- Transport patients and staff, as required
- Pick-up and/or delivery of mail, parcels, and packages as directed by the Facilities Manager
- Lift, load and unload equipment, cartons, packages and other items
- Maintain cleanliness of NTHSSA vehicle(s)
- Perform minor vehicle maintenance (i.e. top up fluids, change wiper blades, etc.) and identify vehicle maintenance needs to the Facilities Manager
- Maintain a log of vehicle maintenance
- May occasionally be called upon to assist the Community Health Worker in emergency situations involving critically ill patients or external emergencies
- Perform other duties as directed by Facilities Manager

3. Building and Grounds

- Clean garbage and debris from grounds
- Move furniture or equipment between rooms or between facilities as requested
- Mow lawn and trim hedges in summer months
- Snow removal from steps and walk-ways
- Wash exterior windows yearly and as required
- Identify building maintenance issues to the Facilities Manager
- Perform other duties as directed by Facilities Manager

WORKING CONDITIONS

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

Physical Demands

Lifting up to 401bs, pulling, pushing and frequent position changes.
(Daily - Occasional callback outside of the normal working hours)

May have to drive distance of up to 300 km on unpaved road in a variety of weather conditions.
(Monthly)

Environmental Conditions

May be required to work outdoors in very cold or very warm temperatures.
(2- 3 times per week)

Possible exposure to blood or other body fluids.
(Daily)

Sensory Demands

Attention to detail is needed to detect maintenance issues in the building and it's systems.

Ability to act efficiently in an emergency.
(Rare)

Mental Demands

Living in a small community with lack of anonymity.

Working with rotating and short-term staff.

Participating in events involving death and intense situations.
(Rare)

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of infection control in health care settings
- Knowledge of accepted safe cleaning practices and methodologies
- Knowledge of associated equipment, supplies and Universal Precautions
- WHMIS Training
- Must have good communication, organizational, interpersonal and multitasking skills
- Must have a valid Driver's License
- Must have an acceptable Criminal Record check
- Must be able to work independently with minimal supervision

Typically, the above qualifications would be attained by:

The responsibilities of this position require familiarity with the Health Center building and it's systems (electrical, water, sewage, heating, etc.) Related experience in building maintenance and orientation. Training normally obtained through a combination of course work and work experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ✓ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one)

- ☐ French required
- ☐ French preferred
- ✓ French not required