



IDENTIFICATION

Department	Position Title	
Beaufort Delta Education Council	Custodian	
Position Number(s)	Communities	Division/Region(s)
1156, 1157, 1214 & 1158, 1212 1226 & 1227 1239 & 1240 10995 10611 & 1268 11000 3626 10328	Inuvik Aklavik Fort McPherson Tsiigehtchic Tuktoyaktuk Sachs Harbour Ulukhaktok Paulatuk	East Three Elementary East Three Secondary Moose Kerr Chief Julius Chief Paul Niditchie Mangilaluk Inualthuyak Helen Kalvak Angik

PURPOSE OF THE POSITION

The Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that school buildings and facilities are maintained in a healthy, safe and sanitary manner.

SCOPE

Beaufort Delta Education Council (BDEC) is the governing education body for the Beaufort Delta region as legislated under the Education Act. BDEC consists of one member from each of the eight District Education Authorities (DEAs) that represent the communities of Aklavik, Fort McPherson, Inuvik, Paulatuk, Sachs Harbour, Tuktoyaktuk, Tsiigehtchic, and Ulukhaktok.

The Custodian cleans and cares for the facility and equipment of the school. He/she is responsible for ensuring that the school environment is maintained in a healthy, safe and sanitary manner. The Custodian reports to the Senior Custodian, and in his/her absence would report to the Principal and/or Vice Principal of the East Three Secondary School in Inuvik.

Maintaining these responsibilities will help to ensure the health, safety and security of students, staff and members of the public. This will have a direct impact on the ability of students to have a successful learning experience and on the ability of teachers to provide instruction in a positive learning environment. Maintaining a clean and orderly

environment will also provide students and staff with a sense of pride in their school and help to role model appropriate behaviors.

RESPONSIBILITIES

1. Clean and care for school facilities and equipment on a daily basis in order to ensure the school environment is maintained in a safe and healthy manner

- Clean classrooms, offices, meeting rooms, gym facilities, hallway and stairway
- Sweeps, vacuums and mops floors
- Vacuum all carpeted areas
- Dust classrooms, offices, meeting rooms, gymnasium, hallway and stairway
- Dusts and cleans furniture and chalkboards
- Wash and disinfect all washroom floors, clean wash basins, urinals and toilets, toilet seats, hand dryers and fixtures
- Clean all mirrors
- Replenish toilet tissue and soap as needed
- Empty all waste baskets and garbage cans
- Place garbage in outside storage bin
- Washes walls and windows
- Clean entrance and exit including glass, doors and hardware
- Clean, wash and disinfect drinking fountains
- Cleans blackboards and brushes and replaces same
- Wipes marks off the walls, doors and hardware and glass
- Clean kitchen sinks and counters
- Report damages and acts of vandalism to the Principal
- Performs and/or report minor maintenance repairs
- Ensures doors are locked and lights are out

2. Clean and care for school facilities and equipment on a regular basis in order to ensure the school environment is maintained in a safe and healthy manner.

- Wash and buff floors with floor polisher
- Wash entrance and exit floors
- Spot clean walls and toilet partitions
- Shampoos the carpets
- Clears snow from exits to four feet from the doors
- Keep outside area near exit and entrance clear of snow, cans, paper, etc.
- Ensures that fire exits are clear

3. Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public

- Secure storage areas
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies

- Notify the Senior Custodian and/or Principal of the need to restock materials and supplies
 - Notify the Senior Custodian and/or Principal of the need for equipment repairs
3. Perform other related duties as required
- Provides logistical support to school staff by setting up and tearing down gym for events
 - Moving materials and supplies, as required
 - Protects own health and health of others by adopting safe work practices, reports unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the NWT Occupational Health and Safety Act

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent requires an understanding of standard cleaning procedures, chemicals, products and equipment on the use and application of cleaning chemicals and products. The incumbent must be able to work under little supervision. The incumbent requires knowledge of the goals, objectives and operations of the school and the District Education Authority as well as the local people and cultures of the community. The ability speak the local Aboriginal language is a definite asset.

The incumbent must have the Knowledge, Skills & Abilities in the following areas:

- Knowledge of standard cleaning procedures, chemicals, products and equipment
- Knowledge of the Workplace Hazardous Materials Information System
- Effective verbal and listening communications skills
- Basic computer skills
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products
- Ability to work in a multi-cultural setting with staff, students, parents and general public
- Ability to work with little or no supervision and also as a team player
- Able to operate tools and equipment required to perform the functions.
- Physically capable of performing all assigned duties.
- Ability to make decisions, solve problems and manage time effectively

The incumbent would normally acquire the knowledge and skills with Grade 10 education and a minimum of six (3) months related experience along with Workplace Hazardous Materials Information Systems training. Incumbent must demonstrate literacy skills.

WORKING CONDITIONS

Physical Demands

The Custodian is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture. The incumbent is required to do a great deal of stretching and bending, often in awkward positions. Operating floor polishers and waxers are particularly hard on back muscles.

Environmental Conditions

The Custodian works on a daily basis with dangerous and toxic cleaning products that can be very harmful to one's health if not properly utilized. In some cases these products give off unpleasant odors. The Custodian also regularly has to clean up blood, saliva and other bodily fluids that are unpleasant to deal with. The condition of washrooms is often unpleasant.

Sensory Demands

Many of the cleaning materials give off noxious fumes and have powerful odors. If not handled properly, the cleaning materials can cause injury, sickness and/or skin irritation and rashes.

Mental Demands

Stress can be caused by the condition of washrooms and by coming across unpleasant situations.

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