



IDENTIFICATION:

Department	Position Title	
Tlicho Community Services Agency	Janitor (CJBS)	
Position Number(s)	Community (s)	Division/Region(s)
94-11551 94-11549 94-11550	Behchoko, NT (Edzo)	Education

PURPOSE OF THE POSITION:

The purpose of this position is to keep the Chief Jimmy Bruneau School clean, orderly and secure under the general supervision of the Vice-Principal following standard cleaning and custodial practices, with due regard to school classroom, and other facility usage, in order to provide a pleasant, hygienic facility in which learning, and other school and community activities can occur.

SCOPE:

Located in the CJBS in Behchoko, NT (Edzo), the incumbent reports to the Vice-Principal.

The incumbent may provide lead hand training and direction to a Casual or replacement Janitor working the same shift.

The incumbent will be required to work shift work.

RESPONSIBILITIES:

1. Keep the school building clean, orderly and secure during assigned shift.

- Reviews scheduled building usage and determines most appropriate schedule of cleaning in order to minimize inconvenience while completing cleaning tasks on time.
- Sweeps, mops, strips and waxes hard-surface floors, washes walls, windows, other glass surfaces, including external window surfaces and dusts on established daily, weekly or annual schedules. Spot cleans these areas as necessary.
- Vacuums and shampoos carpeted areas and upholstered furniture on established schedules and spot cleans as required.
- Ensures site safety by cleaning all entrances and walking areas of snow.

- Cleans and sanitizes washroom floors, ceilings and fittings and drinking fountains on established schedules and spot cleans as required.
- Dusts and polishes hard-finished furniture; dusts and washes fittings and fixtures such as lights on established schedules and spot cleans as required.

2. Performs general custodial services in order to keep school buildings safe, secure and in good working order.

- Identifies situations requiring Maintenance work and advises Vice-Principal.
- Maintains school security during shift. Locks internal and external doors not required to be open. Identifies unknown persons encountered in the school during shift and directs them to the School Office or to leave the building as appropriate. Reports to the Vice-Principal situations that threaten school security.
- Moves furniture and equipment for cleaning and reconfiguration of rooms.
- Empties garbage cans and waste baskets and dumps collected contents into school garbage bin.

3. Performs other tasks as may be assigned from time to time.

KNOWLEDGE, SKILLS AND ABILITIES:

- The ability to read English as would most commonly be acquired through the completion of Grade 8 is required to follow verbal instructions and written cleaning product instruction labels, schedules, notices of activities, so that the incumbent can understand and follow orders and requests and mix and use cleaning products safely and efficiently.
- The incumbent must be able to meet and deal effectively with people of all ages and backgrounds to deal appropriately with students and others using or abusing school facilities.
- The incumbent requires the physical ability to operate school janitorial equipment such as power floor scrubbers and polishers and to lift and carry items such as bulk cleaning supply and furniture items of up to 75lbs.
- Knowledge of Workplace Hazardous Materials Information Systems training to be provided and continuously updated as required by the employer.
- Knowledge of Emergency First-Aid training to be provided and continuously updated as required by the employer.
- Knowledge of Workplace Safety Awareness training as provided and continuously updated by the employer.

WORKING CONDITIONS:

Physical Demands:

The incumbent works standing or walking for the full work shift of 8 hours with two 15 minute rest periods, and a 1 hour meal break.

Environmental Conditions:

Approximately 95% of the incumbent's work time is spent indoors in a comfortable, safe environment. Some cleaning and disinfecting products if mixed or used incorrectly by the incumbent or other workers expose the incumbent to serious chemical hazards. Such exposure is typically for up to 8 hours, a full work shift.

Sensory Demands:

Normal use of vision, hearing and smell, and the mechanical manipulation of floor washing, waxing and buffing equipments are required.

Mental Demands:

Incumbents may rotate between day and evening shifts. When assigned to the evening shift, incumbents work until 2200 hours which is disruptive to lifestyle.

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