



IDENTIFICATION

Department		Position Title	
96		CUSTODIAL WORKER -	
Position Number(s)		Community(s)	Division/Region(s)
96-2483		Fort Providence, N.W.T.	Deh Cho

PURPOSE OF THE POSITION

To maintain the buildings and grounds of Deh Gah Elementary & Secondary School, Adult Education facilities in a clean and safe condition for use by students, staff and members of the public. Hours to be assigned by the Principal.

SCOPE

Provides a clean safe work environment for students, staff and the public.

RESPONSIBILITIES

Maintains through a regular cleaning schedule (ie-daily, weekly, monthly, seasonal) interior areas of the building assigned to him/her in a clean and safe condition for use by students, staff and public.

- by sweeping, dusting, mopping, vacuuming halls, classrooms, offices, storerooms, entrance exits, stairs and stairwells
- by collecting and depositing waste in outside container
- by mopping and disinfecting sinks, urinals, toilet bowls and floors
- by washing walls, windows and pipes
- by cleaning fluorescent light fixtures
- by wet mopping floors
- by washing chalk boards and clean ledges and brushes.

Maintains through appropriate cleaning and attention, to exterior areas of the building and grounds assigned to him/her in a tidy, clean and safe condition for use by students, staff and public.

- by cutting lawns
- by cleaning exterior doors and windows
- by cleaning snow, dirt, ice from sidewalks and entrances
- by putting up and taking down storm windows

Inspects regularly area assigned and reports any safety hazards, damages maintenance work required, etc. to the principal.

Makes security checks when community groups are using school facilities and checks that school is cleaned and all doors are locked at the end of his/her shift.

Advises principal of janitorial supplies needed and performs other related duties, such as delivering mail to/from the post office.

Performs minor maintenance work such as replacing bolts, screws in desk, hinges, etc., unplugging drains and replace fluorescent tubes.

KNOWLEDGE, SKILLS AND ABILITIES

The ability to read English as would most commonly be acquired through the completion of **Grade 10** is required in order for the incumbent for follow written instructions and written cleaning product instruction, labels, schedules, and notices of activities. Equivalencies will be considered.

To perform required cleaning procedures and operate equipment involved. To deal courteously and effectively with students, staff and members of the public.

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

May require heavy physical activity such as lifting and hauling. Required to work in various work areas both inside and outside during all seasons.

Environmental Conditions

Works with cleaning fluids, solvents and gasoline.

Sensory Demands

Little or no requirement for concentrated use of senses. Generally, all that is required is the normal use of seeing and hearing with little or no need to focus particularly on special factors in the environment.

Mental Demands

Work is somewhat, repetitious. Very little exposure to any factor likely to produce mental stress.

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

Official Language Considerations (check one)

- ☒ Not required
- ☐ Bilingual required (state language): _____