



## IDENTIFICATION

Department	Position Title	
DEHCHO DEC	CUSTODIAL WORKER -	
Position Number(s)	Community	Division/Region(s)
96-2484	Fort Simpson, N.W.T.	Deh Cho - 4

## PURPOSE OF THE POSITION

To maintain the buildings and grounds of Thomas Simpson School in a clean and safe condition for use by students, staff and the public. Hours and areas of responsibility to be designated by the Principal in consultation with the incumbent.

## SCOPE

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

- by sweeping, dusting, mopping, vacuuming halls, classrooms, office, 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, 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 cleaning exterior doors and windows

- emptying collected garbage

Inspects regularly area assigned and reports any safety hazards, damages, maintenance work required to his/her supervisor.

Makes security checks to ensure that all doors are locked at the end of his/her shift.

Advises supervisor of janitorial supplies needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Grade 8. Ability to follow oral and written instructions. 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.)*

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#### **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 requirements 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 Consideration (check one)**

- ☐ Not required
- ☐ Bilingual required (state language): \_\_\_\_\_

