

## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Aurora College	Custodial Worker	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
91-10458	Inuvik	Research Division

## **PURPOSE OF THE POSITION**

The incumbent is responsible for providing custodial services at the Western Arctic Research Centre (WARC), and ensuring that the facility is clean for staff, students, researchers and visitors.

## **SCOPE**

The position reports directly to the Manager, Western Arctic Research Centre Logistics & Facilities. The incumbent provides daily general maintenance of the facility.

## **RESPONSIBILITIES**

- Cleans the research centre facility, including the main building and the researcher residences.**
  - Clean floors by sweeping, mopping and polishing
  - Vacuum rugs and carpets; spot cleans as required
  - Clean and disinfect washrooms and water fountains; replenish bathroom supplies as needed
  - Clean and dust offices, hallways, stairways and banisters
  - Clean doors, partitions and other surfaces, including windows
  - Empty trash and recycling receptacles
  - Complete other cleaning tasks as required
  - Clean researcher residences on a regular basis
  - Supporting activities of the above responsibility.

## **WORKING CONDITIONS**

### **Physical Demands**

A large portion of the incumbent's time will be spent cleaning, doing grounds keeping and occasionally moving boxes, furniture, etc., which can lead to physical discomfort in the neck, back and arms.

### **Environmental Conditions**

There are no significant adverse environmental conditions that exist in this position.

### **Sensory Demands**

The incumbent must spend long hours cleaning the facility, which requires a great deal of attention to detail. The incumbent is also in constant contact with cleaning chemicals.

### **Mental Demands**

There are no significant adverse mental demands that exist in this position.

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

- Knowledge of proper cleaning products, safe handling procedures and equipment employed in janitorial care and maintenance of buildings
- Ability to read and write
- Ability to work well under little supervision
- Ability to lift, move and carry items weighing up to 50 pounds

### **Typically, the above qualifications would be attained by:**

Previous experience in doing routine custodial/maintenance work.

### **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 if applicable)**

- ☐ French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
READING COMPREHENSION:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
WRITING SKILLS:  
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

#### **Indigenous language: Select language**

- ☐ Required
- ☐ Preferred