



IDENTIFICATION

Department	Position Title	
Aurora College	RELIEF - Security/Custodial Worker	
Position Number(s)	Community(s)	Division/Region(s)
73-11931 73-11932 73-11933 73-11934 73-11935 73-11936 73-11937 73-11938	Inuvik	Aurora Campus

PURPOSE OF THE POSITION

The Security/Custodial Worker plays a dual role and is responsible for performing security/custodial duties and other miscellaneous duties in order to ensure that the Campus Buildings are maintained and secured as a healthy, safe and sanitary environment for the students, staff and the general public. The incumbent ensures that professional security and cleaning standards are met and that College policies, procedures and protocols are exercised. Coverage is required over a 24 hour period and therefore the work schedule may require shift-work and varied hours.

SCOPE

Reporting to the Student Housing and Recreation Officer at the Aurora Campus, the incumbent is primarily responsible for overall cleanliness and care for the Campus buildings and premises as per check-lists prepared by the Student Housing and Recreation Officer. This includes but is not limited to the main administration building, which can also include from time-to-time, student residences, learning centre, trades shop, studio, the "greenhouse" storage and other storage areas and campus buildings.

The incumbent cleans and cares for the facility and equipment, and performs regular rounds to check for safety or security irregularities and notifies the proper authorities in the event that a potential risk or hazard exists or arises.

Maintaining these responsibilities will help to ensure the health, safety and security of students, staff and members of the public. Proper attention to detail will extend the life of the facility and will assist the community in maintaining support for the facility.

RESPONSIBILITIES

1. **Clean and perform minor maintenance and other duties as per regular “check-lists” prepared by, regularly updated, assigned and supervised by the Housing & Facilities Officer.**
 - Sweep, vacuum, mop and steam clean floors, wax and polish floors as directed
 - Vacuum offices and other work areas
 - Collect and dispose appropriately of all wastes
 - Wash walls, windows and glass
 - Mop and disinfect washrooms and replenish washroom supplies
 - Clean Aurora College staff house weekly
 - Operate scrubbing and polishing machines and other college equipment
 - Assist in setting up classrooms, offices and meeting rooms
 - Make minor building and equipment repairs
 - Do laundry and clean laundry room as required
 - Clear snow from fire exits , doors and main entrance steps
 - Change light bulbs
 - Empty money from laundry machines at least weekly and with another person present to count cash, confirm with both signatures and deliver to supervisor immediately.
 - Run errands/ make purchases for the campus in a timely manner such as supplies , mail etc.
 - Maintain and distribute the inventory of supplies and advise supervisor of supplies needed
 - Monitor vehicle and equipment fleet and arrange proper care and maintenance checks on a regular and timely basis while keeping a maintenance log on all work done.

2. **Assume responsibility to work collaboratively with other Janitorial/Security/College staff so that buildings are maintained safety and cleaned to required standard:**
 - Ensure duties from the assigned daily check list are completed and any concerns reported to the Supervisor.
 - Carry out duties with proper knowledge on use of supplies, equipment and methods of use (Ex: WHMIS).
 - Carry out duties with knowledge of emergency procedures, use of security systems and contact information re on-call, emergency numbers.
 - Attend bi-weekly meetings set up by manager
 - Work as part of team to ensure that student housing issues are addressed in a timely and appropriate manner

3. **Secure College buildings, equipment and premises.**
 - Safeguard property against fires, theft, “break-and-enters” and other threats
 - Ensure all doors are properly locked, lights are out and windows closed and secured in empty rooms for all campus buildings after every shift and when on-call
 - Lock/open all facilities/ offices at requested/required times
 - Cut keys and mark only when authorized by supervisor

- Be available for “on-call” and “stand-by”
- Monitor activities of 3rd party users of the College facilities/equipment and ensure compliance with college standards and protocols

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in policies, procedures, rules and regulations on campus living, facility operations and maintenance
- Knowledge of standard cleaning products & equipment employed in janitorial care and maintenance of facilities
- Working knowledge of computer programs: Microsoft Excel, Microsoft Word and email
- Good oral and written communication skills
- Ability to instruct/demonstrate the safe and proper use of cleaning products and equipment to others
- Ability to lift/carry/move items ranging in weight of 50-75 pounds
- Ability to work well under limited supervision
- Ability to assess situations involving students/staff/facilities and determine the appropriate actions to be taken

Typically, the above qualifications would be attained by:

- Previous related experience as a Security/Custodial/Maintenance worker
- Valid Class 5 driver’s license

Asset

- Basic First Aid certification
- Fire Safety certification

WORKING CONDITIONS

Physical Demands

The majority of the incumbent’s time will be spent cleaning and occasionally moving boxes, furniture, etc. which can lead to physical discomfort in the neck, back and arms. In the winter months, the incumbent is expected to shovel the outer stairs and walk, which can also contribute to neck, back, and arm discomfort. The incumbent also is required to check other buildings such as student residences which occasionally may have the potential for physical danger.

Environmental Conditions

The incumbent is required to work with a variety of industrial chemicals to ensure the cleanliness of the facility which can be hazardous to one’s health if utilized incorrectly.

Sensory Demands

The incumbent must be able to understand others from a variety of cultural backgrounds. Many of the cleaning materials give off fumes and have powerful odors. If not handled properly, the cleaning materials can cause injury, sickness and/or skin irritation and rashes.

Mental Demands

In some cases, others can become very demanding and verbally abusive, which can cause stress. Also, staff turn-over is relatively high, also causing 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