



## **IDENTIFICATION**

| Department      |            | Position Title                     |  |
|-----------------|------------|------------------------------------|--|
| Aurora College  |            | RELIEF - Security/Custodial Worker |  |
| Position Number | Community  | Division/Region                    |  |
| 91-15538        | Fort Smith | Thebacha Campus                    |  |

## **PURPOSE OF THE POSITION**

The Security/Custodial Worker plays a dual role and is responsible for performing security as well as custodial duties in order to ensure that Campus facilities/buildings are maintained and secured as a healthy, safe, and sanitary environment for the students, staff, and the general public. The incumbent in this shift work position ensures that professional security and cleaning standards are met and that College policies, procedures, and protocols are exercised.

## **SCOPE**

Reporting to the Director, Thebacha Campus, the incumbent is primarily responsible for overall cleanliness and care for Campus facilities/buildings and premises as per a checklist prepared by the Director.

The incumbent, in this shift work position, 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 facilities.

## **RESPONSIBILITIES**

1. **Cleans and performs minor maintenance and other duties as per regular "checklists" prepared by, regularly updated, assigned, and supervised by the Director.**
  - Sweeps mops and vacuums on a daily basis.
  - Steam cleans, waxes, and polishes floors as directed.
  - Vacuums offices and other common areas.

- Collects and disposes appropriately of all waste on a daily basis.
- Washes walls, windows, other glass surfaces, including external window surfaces and dusts on established schedules. Spot cleans these areas as necessary.
- Mops and disinfects washrooms including sinks, toilets, bathroom fixtures, mirrors, and replenishes washroom supplies on a daily basis.
- Cleans Aurora College staff house when required.
- Moves furniture and equipment for cleaning and reconfiguration of rooms.
- Makes minor building and equipment repairs such as changing light tubes and bulbs.
- Does laundry and cleans laundry rooms when required.
- Cleans the kitchen when required.
- Shovels snow from fire exits and all entrances, as needed.
- Assists in the cleaning of residential units when time permits.
- Maintains and distributes the inventory of janitorial supplies and advises the Director of supplies needed.

**2. Assumes responsibility to work collaboratively with other Janitorial/Security/College staff so the buildings are maintained safely and cleaned to required standards.**

- Ensures duties from the assigned daily, weekly, and monthly checklists are completed and any concerns reported to the Director.
- Carries out duties with proper knowledge on the use of supplies, equipment, and methods of use (Ex. WHMIS).
- Carries out duties with knowledge of emergency procedures, use of security systems, and contact information regarding on call and emergency numbers.
- Attends monthly meetings set up by the Director.

**3. Secure College buildings, equipment, and premises.**

- Safeguards property against fires, theft, "break and enters," and other threats.
- Ensures all office windows, doors, and other secure openings are properly closed and locked, lights are out, and that empty rooms are secure for the buildings after every shift.
- Ensures all building entrances are securely closed and locked prior to leaving the building.
- Monitors activities of 3<sup>rd</sup> party users of the College facilities/equipment and ensure compliance with college standards and protocols

## **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 snow from fire exits and all entrances which can also contribute to neck, back, and arm discomfort.

### **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 turnover is relatively high, also causing stress.

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

- Knowledge in policies, procedures, rules, and regulations on campus living, facility operations and maintenance.
- Knowledge of standard cleaning products and equipment employed in janitorial care and maintenance of facilities.
- Working knowledge of computer programs: PeopleSoft 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 independently with minimal 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 worker
- Valid Class V driver's license
- WHIMIS training

### **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