



CUSTODIAN JOB DESCRIPTION

Beaufort-Delta Education Council

The mission of the Beaufort-Delta Education Council is to form a partnership with parents, students, and educational staff in order to provide quality education for our children and to promote the general educational development of our communities. Through a quality education we aim to assist all students to achieve their maximum academic, personal, social and cultural development.

IDENTIFICATION

Job Title: CUSTODIAN	Location: PAULATUK	School/Office: ANGIK
Position Number: 72- 10329	Financial Code: 122523-408	

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Custodial Worker is responsible for performing custodial duties, and minor maintenance and other miscellaneous duties in order to ensure that the school is maintained as a healthy, safe and sanitary environment for the students, staff and the general public.

SCOPE

(The way that the position contributes to and impacts on the organization)

Located at Angik School in Paulatuk, the incumbent reports to the Principal who is co-located. He/she cleans and cares for the facility and equipment of the School. He/she is responsible for ensuring that the school environment is maintained in a healthy, safe and sanitary manner.

Maintaining these responsibilities will help to ensure the health, safety and security of students, staff and members of the public. This will have a direct impact on the ability of students to have a successful learning experience and on the ability of teachers to provide instruction in a positive learning environment. Maintaining a clean and orderly environment will also provide students and staff with a sense of pride in their school and help to role model appropriate behaviors.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Clean and care for school facilities and equipment on a daily basis in order to ensure the school environment is maintained in a safe and healthy manner.

Main Activities:

- Sweeps, vacuums and mops floors
- Dusts and cleans classrooms, offices, gymnasium, hallway and stairway.
- Dusts and cleans furniture and chalkboards
- Empties all waste baskets and garbage cans
- Places garbage in outside storage bin
- Washes walls and windows

- Mops and disinfects washrooms, cleans wash basins, urinals and toilets
 - Cleans all mirrors
 - Replenishes washroom supplies such as toilet tissue and soap as needed
 - Cleans, washes and disinfect drinking fountains
 - Cleans blackboards and brushes and replaces same
 - Wipes marks off the walls, doors, hardware and glass
 - Performs and/or reports minor maintenance repairs
 - Reports damages and acts of vandalism to the Principal
 - Clears all outdoor walkways of snow and ice
 - Ensures that doors are locked and lights are out
 - Ensures the fire exits are kept clear
2. Clean and care for school facilities and equipment on a regular basis in order to ensure the school environment is maintained in a safe and healthy manner:
Main Activities:
- Wash and buff floors with floor polisher
 - Wash entrance and exit floors
 - Spot clean walls and toilet partitions
 - Shampoos the carpets
 - Cleans snow from exits to four feet from the doors
3. Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of students, staff and public.
Main Activities:
- Secure storage areas
 - Ensure cleaning materials and supplies are stored in a safe and orderly manner
 - Maintain an adequate supply of cleaning materials and supplies
 - Notify the principal of the need to restock materials and supplies
 - Notify the principal of the need for equipment repairs
4. Provides logistical support to school staff:
Main Activities:
- Moving materials and supplies as required
5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent requires an understanding of standard cleaning procedures, chemicals, products and equipment. He/she must be able to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products. The incumbent must be able to

work under little supervision. The incumbent requires knowledge of the goals, objectives and operations of the school and the District Education Authority as well as the local people and cultures of the community. The ability to speak the local Aboriginal language is a definite asset.

Skills

The incumbent must demonstrate the following skills:

- ✓ team building
- ✓ effective verbal and listening communications skills
- ✓ decision making skills
- ✓ problem solving skills
- ✓ time management skills
- ✓ ability to work in a multi-cultural setting with young people, staff and parents
- ✓ ability to work with little or no supervision

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be dependable, self-motivated, demonstrate sound work ethics

The incumbent would normally acquire the required knowledge and skills through related experience and completion of a Workplace Hazardous Materials Information Systems course. Equivalencies will be considered..

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Custodial Worker is a physically demanding position. The incumbent must spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture. The incumbent is required to do a great deal of stretching and bending, often in awkward positions. Operating floor polishers and waxers are particularly hard on back muscles. The incumbent may also be required to work evening shifts which causes physical fatigue.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Custodial Worker works on a daily basis with dangerous and toxic cleaning products that can be very harmful to one's health if not properly utilized. In some cases these products give off unpleasant odors. The Custodial Worker also regularly has to clean up blood, saliva and other bodily fluids that are unpleasant to deal with. The condition of washrooms and school areas is often unpleasant.

Sensory Demands

(The nature of demands on the incumbent's senses)

Many of the cleaning materials give off noxious fumes and have powerful odors. If not handled properly, the cleaning materials can cause injury, sickness and/or skin irritation and rashes.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

Stress can be caused by the condition of washrooms and classrooms and by coming across unpleasant situations.