



## IDENTIFICATION

Department	Position Title	
Beaufort Delta Divisional Education Council	Relief Custodian	
Position Number	Community	Division/Region
92-15718	Inuvik	Beaufort Delta

## PURPOSE OF THE POSITION

The Relief Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure the school buildings and facilities are well maintained in a healthy, safe and sanitary manner.

## SCOPE

The Beaufort Delta Divisional Education Council (BDDEC) is the governing education body for the Beaufort Delta region as legislated under the *Education Act*. BDDEC consists of one member from each of its eight District Education Authorities that represent the communities of Aklavik, Fort McPherson, Inuvik, Paulatuk, Sachs Harbour, Tsiigehtchic, Tuktoyaktuk and Ulukhaktok.

Located in Inuvik, the Relief Custodian (Custodian) reports to the school Principal and is required to clean and care for the facility and the equipment of the school and for ensuring 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 the students, staff and members of the public. This will have a direct impact on the ability of the students to have a successful learning experience and on the ability of the teachers to provide instruction in a positive learning environment.

Maintaining a clean and orderly environment provides students and staff with a sense of pride in their school and helps to role model appropriate behaviours.

## **RESPONSIBILITIES**

- 1. Clean and care for school facilities in order to ensure the school's environment is maintained in a safe and healthy manner.**
  - Clean classrooms, offices, meeting rooms, gym facilities, washrooms, hallways, entryways and stairways.
  - Sweep, vacuum and/or mop floors. Vacuum all carpeted areas.
  - Dust classrooms, offices, hallways, Gymnasium and stairways and furniture found in these areas.
  - Clean whiteboards.
  - Wash and disinfect washroom floors, basins, urinals, toilets, toilet seats, hand dryers and fixtures.
  - Clean all mirrors.
  - Replenish toilet tissue, paper towels and soap as needed. Empty all waste baskets and garbage cans.
  - Place Garbage in outside storage bin.
  - Wash walls and windows. Remove marks from any surfaces as soon as possible.
  - Clean kitchen sinks and counters.
  - Clean entrance doors, glass and hardware.
  - Clean and disinfect drinking fountains.
  - Report any damages or vandalism to the Principal or designate.
  - Perform and/or repair minor maintenance and report to the Principal or designate.
  - Ensure doors are locked, windows secured, and lights are out except security lighting.
- 2. Perform related duties as required.**
  - Wash and buff floors with polisher. Wash entrance and exit floors. Wash down walls and partitions. Shampoo carpets.
  - Clean snow four (4) feet from exit doors.
  - Keep outside area near exit/entrances clear of snow, garbage etc. Ensure fire exits are clear.
- 3. Maintain storage areas, cleaning equipment and supplies in a safe and orderly manner in order to ensure the safety of the public.**
  - Secure storage area.
  - Ensure cleaning 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 supplies.
  - Notify the Principal of needed repairs.
  - Provide other related duties as required.
  - Provide logistical support to school by setting up and tearing down for gym events.
  - Moving materials and supplies as required.
  - Protect your own health and safety and that of others by practicing safe work practices, report unsafe conditions immediately and attend training regarding occupational health and safety as required. Follow all guidelines for employees and employers as legislated by *NWT Occupational Health and Safety Act*.

## **WORKING CONDITIONS**

### **Physical Demands**

Work activities for this position involve periods of moderate physical effort including standing, walking, mopping, sweeping, and moving desks and furniture. The incumbent will be required to lift objects, and handle cleaning equipment such as floor polishers, vacuums, and shampooers. These and other activities may require significant bending and stretching.

### **Environmental Conditions**

The incumbent will work with dangerous and toxic cleaning supplies and may be required to clean up body fluid (i.e. blood, vomit), and apply the appropriate clean-up protocols to ensure safety for all. At times the incumbent will be exposed to unpleasant or disagreeable conditions (cleaning of the washrooms) as well as occasional exposure to health/accident hazards.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standard cleaning procedures, chemical cleaning products and equipment use, as well as the use and application of cleaning chemicals and products.
- Ability to work under minimal supervision, and to be a team player.
- Knowledge of the goals, objectives, and operations of the school and Beaufort Delta Divisional Education Council and an understanding of the local peoples and cultures.
- Knowledge of standard cleaning procedures, cleaning products and equipment.
- Knowledge of Workplace Hazardous Materials Information Systems (WHMIS).
- Verbal and listening communication skills. Basic computer skills.
- Language and numerical literacy skills
- Ability to read and understand labels and instructions on the use and application of cleaning chemical products.
- Ability to work in a multicultural setting with students, staff, parents and generalpublic.
- Physical ability to operate the equipment and tools involved in cleaning the school.
- Ability to effectively manage time and deadlines.
- Ability to problem-solve and make decisions as they relate to the duties listed herein.
- Ability to respond to emergencies.
- Ability to manage time; maintain a checklist, schedule, or calendar to ensure that details are not overlooked; ability to complete work according to procedures and standards.

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

A Grade 10 education and a minimum of six (6) months of related experience. Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

The incumbent will have or will receive WHMIS training before the scheduled start date of employment.

### **Position Security**

- 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