



IDENTIFICATION

Department	Position Title	
Beaufort Delta Divisional Education Council	Relief Custodian	
Position Number	Community	Division/Region
92-15719	Ulukhaktok	Beaufort Delta

PURPOSE OF THE POSITION

To provide relief to the custodian(s) in event the Custodian is not able to carry out his/her duties. 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

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.

The relief custodian cleans and cares for the facility and the equipment of the school in the absence of the Custodian so as to ensure the school environment is maintained in a healthy, safe and sanitary manner. The relief custodian reports to the custodian and in the custodian's absence to the Principal and/or Vice Principal or designate.

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 will also provide students and staff with a sense of pride in their school and help to role model appropriate behaviors.

RESPONSIBILITIES

1. When called upon to 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. When requested in event of extended absence of Custodian, provide a exceptional cleaning as listed:

- Wash and buff floors with polisher. Wash entrance and exit floors. Wash down walls and partitions. Shampoo carpets.
- Clean snow 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 Custodian or Principal of the need to restock supplies.
- Notify Custodian and/or 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

The relief custodian is a physically demanding position. He/she must spend time at work standing, walking, lifting objects, and handling cleaning equipment such as floor polishers, vacuums, shampooers. There is physical labour such as mopping, sweeping, moving desk and furniture. He/she will do work requiring a great deal of bending and stretching. Operating some of the equipment may place stresses on the body such as the back.

Environmental Conditions

The relief custodian will work with dangerous and toxic cleaning supplies that can be harmful to one's health if improperly used. The relief custodian is responsible to ensure he/she is using them in the recommended fashion and ensuring they are properly secured. The relief custodian may be required to clean up body fluid (i.e. blood, vomit). He/she is responsible to do this in a safe method. At times the cleaning of the washrooms may be unpleasant, but it is part of the expectation that it is done.

Sensory Demands

The cleaning supplies may give off noxious fumes and powerful odors. If not handled properly as outlined, they may cause injury, sickness or skin irritation.

Mental Demands

Stress on the job may be caused by some cleanups (ex. Plugged toilets). The relief custodian is expected as part of the job description to carry out these tasks.

KNOWLEDGE, SKILLS AND ABILITIES

- The relief custodian requires an understanding of standard cleaning procedures, chemical cleaning products and equipment use, as well as the use and application of cleaning chemicals and products. The relief custodian must be able to work under minimal supervision.
- Knowledge of the goals, objectives, and operations of the school and Beaufort Delta Divisional Education Council and as an understanding of the local peoples and cultures is expected. An ability to speak the local Indigenous language is a definite asset
- Knowledge of standard cleaning procedures, cleaning products and equipment. Knowledge of Workplace Hazardous Materials Information Systems (WHMIS). The relief custodian will have or will receive WHMIS training before his/her first day of work.
- Effective verbal and listening communication skills. Basic computer 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 general public. Ability to work with minimal supervision and to be a team player.

- Ability to operate the equipment and tools involved in cleaning the school. Physically able to carry out duties of the position.
- 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 emergency calls when acting for the custodian.

Typically, the above qualifications would be attained by:

The relief custodian will normally acquire the knowledge and skills with a Grade 10 education and a minimum of six (6) months of related experiences along with WHMIS training. The incumbent must be able to demonstrate literacy skills needed.

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

CERTIFICATION

Title:

Position Number:

 Employee Signature Printed Name Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	 Supervisor Signature Printed Name Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
 Deputy Head/Delegate Signature <i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.