Tłı̨chǫ Community Services Agency
Dǫ Nàke Lanì Nàts'etso • Strong Like Two People

IDENTIFICATION

Department	Position Title	
Tłı̨chǫ Community Services Agency	Relief Custodian	
Position Number	**Community**	**Division/Region**
94-15575	Whatì	Education / Tłı̨chǫ

PURPOSE OF THE POSITION

The Relief Custodian is responsible for performing custodial duties, 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

Located in Whatì, the Relief Custodian (Custodian) reports to the Principal and cleans and cares for the facility and equipment of the school. The Custodian 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

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.**
   - Sweep all tile and concrete floor areas including stairs, hallways, rooms and porches.
   - Mop tile and concrete floor areas.
   - Vacuum all carpeted areas.
   - Dust all furniture and fixtures as required.

- Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures.
- Clean all mirrors.
- Replenish toilet tissue and soap as needed.
- Empty all waste baskets and garbage cans.
- Place garbage in outside storage bin.
- Clean entrance and exit ways including glass, doors and hardware.
- Keep outside area near exit and entrance ways clear of snow, cans, paper, etc..
- Clean boot racks, coat racks and walls behind coat racks.
- Clean, wash and disinfect drinking fountains.
- Wash all finger marks from walls, doors, hardware and glass.
- Perform and/or report minor maintenance repairs.
- Clean kitchen sinks and counters.
- Report damages and acts of vandalism to the Principal.
- Clear all outdoor walkways of snow and ice.

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.**
   - Clean snow from doorways and walkways.
   - Clean the kitchen floor.
   - Wash and buff floors with floor polisher.
   - Wash entrance and exit floors.
   - Spot clean walls and toilet partitions.
   - Shampoo the carpets.
   - Twice a year move all desks to and from classrooms and the gymnasium.

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 the public.**
   - 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. **Participate in extra-curricular activities in order to provide opportunities for all students to become active in cultural, sport and other activities and events.**
   - Supervise students in the school, on the school ground and in other locations.
   - Attend committees (i.e. literacy, beautification, etc.,).
   - Participate in staff meetings.
   - Take advantage of personal skills that could benefit students through participation in extra-curricular activities.
   - Seek out work to be completed as time permits.

WORKING CONDITIONS

Physical Demands

The incumbent will 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 operate floor polishers and waxers and to do a great deal of stretching and bending, often in awkward positions.

Environmental Conditions

The Custodian works on a daily basis with dangerous and toxic cleaning products, using accepted occupational health and safety protocols. In some cases products give off unpleasant odors. The incumbent also regularly has to clean up blood, saliva and other bodily fluids. The condition of washrooms and school areas often requires attention.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of, and/or the ability to acquire and apply knowledge of standard cleaning procedures, chemicals, products, and equipment.
- Knowledge of, and/or the ability to acquire and apply knowledge of the goals, objectives, and operations of the school as well as the local people and cultures of the community.
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Ability to acquire and maintain knowledge of cleaning procedures, chemicals, products, and equipment.
- Ability to actively participate in the health and safety of themselves and others.
- Ability to act and correct and/or report obvious workplace health and safety concerns.
- Interpersonal skills and the ability to ensure professional and courteous service.
- Problem-solving, decision-making, and time management skills.
- Verbal and listening skills and the ability to ask questions to clarify what is expressed.
- Flexible, dependable and able to work independently.
- Ability to reflect on difficulties and work through situations with positive outlook.
- Possesses cultural awareness and sensitivity; able to work in a multicultural setting.
- Ability to maintain strict confidentiality and protection of privacy.
- Ensures respectful, open, honest, and professional working interactions.
- Ability to act as a role model for children.

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

The completion of Grade 10 and six (6) months of related experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Possess or able to complete Workplace Hazardous Material Information System (WHMIS) within a reasonable timeframe.

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: Tlicho

☐ Required
☒ Preferred