



Commission scolaire francophone Territoires du Nord-Ouest

L'école francophone, l'avantage par excellence.

IDENTIFICATION

Department	Position Title	
Commission scolaire francophone des Territoires du Nord-Ouest	Custodian (Evenings)	
Position Number	Community	Divison / Region
95-17362	Yellowknife	École Allain St-Cyr/ Centre de la petite enfance La Tanière / HQ

PURPOSE OF THE POSITION

The Custodian (Evenings) is responsible for performing custodial duties, and minor maintenance and other miscellaneous duties to ensure that the school is maintained as a healthy, safe, and sanitary environment for the students, staff, and public.

SCOPE

The Commission scolaire francophone des Territoires du Nord-Ouest (CSFTNO) is the governing education body for French first-language schools as legislated under the *Education Act*. The CSFTNO provides schooling for approximately 270 students in two schools. CSFTNO employs approximately 50 administrators, teachers, and support staff and has an annual budget of over \$10 million.

The Custodian (Evenings) will be located at École Allain St-Cyr and Cpe La Tanière in Yellowknife and will report to the Manager Childcare programs. This position is required to clean and care for the facilities and equipments of the school and the CPE, and for ensuring that the school and CPE environment are maintained in a healthy, safe, and sanitary manner.

The assigned work is scheduled Monday to Friday from 3:30 p.m. to 11:00 p.m.

This position performs an important role in the school and the CPE by enabling access to the gymnasium and other classrooms during year, for childrens, students, staff, and all community user groups in an uninterrupted, effective, and meaningful way.

The incumbent works with limited supervision or interaction with the supervisor.

RESPONSIBILITIES

1. Clean and care for school and CPE facilities and equipment daily to ensure the school and CPE environment are maintained in a safe and healthy manner.

- Sweep, vacuum and mop floors.
- Buff waxed floors every two weeks.
- Dust and clean classrooms, offices, hallways, and stairways.
- Dust and clean furniture.
- Dust high areas, as needed (hallway beams).
- Empty all waste baskets and garbage cans.
- Place garbage in outside storage bin.
- Every Friday, empty garbage can on playground.
- Wash walls and windows (main and back entrances).
- Clean and polish all stainless-steel surfaces (doors, waste receptacles, etc).
- Mop and disinfect washrooms, cleans wash basins, urinals, and toilets.
- Clean whiteboards.
- Wipe marker off the walls, doors, hardwood, and glass.
- Perform and/or report minor maintenance repairs.
- Report damages and acts of vandalism to the principal.
- Ensure that the doors are locked, and lights are out.
- Ensure the fire exits are kept clear of debris and snow.

2. Clean and care for school and CPE facilities and equipment on a regular basis to ensure the school and CPE environment maintained in a safe and healthy manner.

- Sweep twice a week or as needed the sand from the walkway from the main entrance to the school to the end of the sidewalk.
- 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.

3. Maintain storage areas and cleaning equipment, materials, and supplies in a safe and orderly manner to ensure the safety of childrens, students, staff and 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. Provide support to school staff.

- Move materials and supplies as required.

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 daily 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 must 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 read and understand labels and instructions, particularly in the use and application of cleaning chemicals and products.
- 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 three (3) months of start date.

Position Security

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal record 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