



## IDENTIFICATION

Department	Position Title	
Dehcho Divisional Education Council	Custodial Worker	
Position Number(s)	Community	Division/Region(s)
96-6437	Fort Simpson	Dehcho

## PURPOSE OF THE POSITION

To maintain the building and grounds of Dehcho Divisional Education Council Building, for Council staff and members of the public.

## SCOPE

Provide a clean and safe work environment for Dehcho Divisional Education Council education building staff, and public.

## RESPONSIBILITIES.

- Maintains through a regular cleaning schedule (ie – daily, weekly, monthly, seasonal) interior areas of the building assigned to him/her in a clean and safe condition for use by staff and public.**
  - By sweeping, dusting, mopping, vacuuming halls, cleaning washroom, offices,
  - By collecting and depositing waste in outside container,
  - By dusting and cleaning furniture,
  - By mopping and disinfecting sinks, urinals, toilet bowls and floors,
  - By washing walls, windows and pipes,
  - By cleaning fluorescent light fixtures,
  - By wet mopping floors
- Maintains through appropriate cleaning and attention, exterior areas of the building and grounds assigned to him/her in a tidy, clean and safe condition for use by staff and public.**

- By cutting lawns,
  - By cleaning exterior doors and windows,
  - By cleaning snow, dirt and ice from sidewalks and entrances/
3. **Performs minor maintenance work such as replacing bolts, screws in desks, hinges, etc.,**
  4. **Inspects regularly areas assigned to him/her and reports any safety hazards, damages, maintenance work required, etc., to his/her supervisor.**
  5. **Makes security checks to ensure that all doors are locked at the end of his/her shift.**
  6. **Advises supervisor of janitorial supplies needed and performs other duties.**

### **WORKING CONDITIONS**

#### **Physical Demands**

May require heavy physical activity such as lifting and hauling. Required to work in various work areas both inside and outside during all seasons

#### **Environmental Conditions**

Works with cleaning fluids, solvents and gasoline.

#### **Sensory Demands**

Little or no requirements for concentrated use of senses. Generally, all that is required is the normal use of seeing and hearing with little or no need to focus particularly on special factors in the environment.

#### **Mental Demands**

Work is somewhat, repetitious. Very little exposure to any factor likely to produce mental stress.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Grade 8.
- Ability to follow oral and written instructions.
- To perform required cleaning procedures and operate equipment involved.
- To deal courteously and effectively with staff and members of the public.

### **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