



# Job Description

Position no. <b>96-0991</b>	Position title <b>Custodial Worker</b>		
Department <b>Education</b>	Division / Region <b>Fort Simpson</b>	Position location <b>Fort Providence</b>	
Supervisor Position no. <b>0985</b>	Supervisor Position title <b>Principal</b>	Supervisor's location <b>Fort Providence</b>	
CLASSIFICATION USE ONLY			

2 Describe, in a brief paragraph, the purpose or main function of this position. This statement should answer the question: "WHY does this position exist?"

To maintain the buildings and grounds of Elizabeth Ward School and Adult Education facilities in a clean and safe condition for use by students, staff and members of the public. Hours to be assigned by the supervisor.

3 Describe the duties of the position, starting with the area of major responsibility. Describe WHAT each duty is, WHY it is done and HOW it is done. Use extra blank sheets as required.

**Major Duties**

duty no. % time:

- 1 65 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 students, staff and public.
  - by sweeping, dusting, mopping, vacuuming halls, classrooms, offices, storerooms, entrance exits, stairs and stairwells.
  - 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.
  - by washing chalkboards and cleaning ledges and brushes.
  
- 2 10 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 students, staff and public.
  - by cutting lawn.
  - by cleaning exterior doors and windows.
  - by cleaning snow, dirt, ice from sidewalks and entrances.
  - by putting up and taking down storm windows.
  
- 3 10 Performs minor maintenance work such as replacing bolts, screws in desks, hinges, etc., unplugging drains and replacing fluorescent tubes.

**Minor Duties** Describe briefly only WHAT is done.

- 4 5% Inspects regularly, areas assigned and reports any safety hazards, damage, maintenance work required, etc. to the principal.
  
- 5 5% Makes security checks when community groups are using school facilities and checks that school is cleaned and all doors are locked at the end of his/her shift.
  
- 6 5% Advises principal of janitorial supplies needed and performs other related duties, such as delivering mail to/from post office.

Total 100%

- 4 Using the format below, explain the following:
- a) What is the minimum level of education and training required to perform these duties ? ( specify certificates, licences or necessary appointments )
  - b) Describe why this education and training is necessary ( rationale ) .
  - c) Identify duties which support this level of education and training ( duty number ) .

MINIMUM LEVEL	RATIONALE	DUTY NO.
Grade 8	Be able to follow oral and written instructions.	1-6

- 5 Using the format below, complete the following:
- a) Name the skills and knowledge necessary to perform these duties which must be gained through experience ( knowledge of regional problems, skill in planning ) .
  - b) What is the minimum length of time required to develop each skill and knowledge ?
  - c) Identify duties which support each requirement.

SPECIFIC SKILL OR KNOWLEDGE	LENGTH OF TIME	DUTY NO.
To perform required cleaning procedures and operate equipment involved.	Approx. one (1)	1-2
To deal courteously and effectively with students, teachers and members of the public.		1-2-5

**NOTE:** The minimum levels of education, training and experience when rated in the classification process constitute the requirements that must be met when hiring a new employee for this position, or when promoting the incumbent or a reclassification of this position. Desirable levels may be included in staffing requests.

- 6 a) What final decisions are made REGULARLY, for which the employee is held accountable ? Describe, using specific examples ( eg. signing authority delegated ).

Those that relate to his/her area of expertise such as cleaning techniques etc.

- b) What is the direct impact of those decisions ( eg. on groups, resource utilization and program delivery ).?

Very limited. Consistently high quality of somewhat routine daily work is much more important. re: program delivery that impact of decisions.

- c) What recommendations does the employee make; to whom are they made and how often ? Describe using specific examples.

Employee make recommendations to the principal. re: cleaning schedules, security arrangements, evening and weekend use of the school, etc..

- 7 a) List the directives, manuals, regulations, ordinance or other written guidelines used REGULARLY, and specify how they are used ( eg. follow procedures in manuals, explain or interpret regulations ).

Most instructions are oral but employee is required as necessary to follow procedures outlined in manuals, re-operation of new equipment or implementations of new cleaning techniques.

- b) What controls are exercised over selection of methods and procedures, and the work performance either by the supervisor or other persons, either directly or indirectly ? Give specific examples ( eg. information sources specified by client, supervisor checks and approves completed work ).

Employee has considerable freedom in selecting methods and procedures. Work performance is controlled by periodic inspections by supervisor and by suggestions or complaints received from staff. In cases where performance is unsatisfactory, supervisor will specify methods and procedures employee is to use.

- c) How is the work assigned to the employee ( eg. verbal direction from supervisor, written instructions with work request ) ?

Mainly through verbal instructions from supervisor.

- d) List the major tools, equipment and machinery used in the work, and the percentage of time spent using each.

Vacuum cleaner - 20%  
 Scrubber - 3%  
 Polisher - 2%  
 Rug Shampooer - 6%  
 Shop Power/Hand Tools - 5%

8 NOTE: Attach a copy of the authorized organization chart to this form which shows the title, position number, group and division of position and its immediate superior, and any positions over which this position exercises supervisory authority either directly through subordinate supervisors.

- a) Specify the positions which report directly to this position, including indeterminate, term, seasonal and casuals. Use the format below.

POSITION TITLE	POSITION NO.	EMPLOYEE NAME
None		

- b) Indicate by yes or no which of the following tasks are performed when supervising employees in positions listed above. Add additional tasks if necessary.

- yes: no:
- I   Assigns and reviews work on a day to day basis.
  - II   Recommends work schedules, staff allocation, etc., to immediate supervisor
  - III   Schedules and assigns work priorities and allocates staff to activities or projects;
  - IV   Trains new employees and explains new work methods and procedures to subordinates;
  - V   Monitors adherence of subordinates to policies, regulations and procedures;
  - VI   Writes letters of warning and reprimand and recommends further disciplinary action;
  - VII   Plans, schedules and implements work programs;
  - VIII   Establishes quality and quantity standards for work;
  - IX   Exercises signing authority. Specify ( eg. appraisals, leave forms ) !
  - X   Recommends changes to position duties and writes job descriptions;
  - XI   Identifies staffing needs and interviews potential employees;

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a) To what extent are contacts necessary? Give specific information for each contact, using the format below.

TITLE AND ORGANIZATION OF CONTACT	REASON FOR CONTACT	METHOD OF CONTACT	FREQUENCY
Teacher, Community groups using facilities	Minor cleaning problems, request	person to person	daily
Students/Public	Security reasons	person to person	daily

b) Which of the contacts are most difficult? Explain why.

None are particularly difficult as long as employee has basic human relations skills that enable him/her to deal effectively with people (staff, students, public - who vary considerably in ages and background).

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Specify any features of the work which create unusual demands on the employee, or which create physical or mental stress (eg. performing precision work, lifting heavy weights, working in obnoxious odours or hazardous conditions).

Position occasionally requires some moderately heavy physical work.

ENVIRONMENTAL