



#### **IDENTIFICATION**

<b>Position Number(s)</b>	<b>Position Title</b>	
78 – 8121	Custodian	
<b>Department</b>	<b>Division/Region</b>	<b>Location</b>
Sahtu Divisional Education Council	Sahtu	Norman Wells

#### **PURPOSE OF THE POSITION**

(Main reason why the position exists, in what context and what is the overall end result)

The purpose of this position is to keep the School clean, orderly and secure under the general supervision of the Principal. The incumbent follows standard cleaning and custodial practices, with due regard to school classroom and other facility usage in order to provide a pleasant, hygienic facility in which learning and other school and community activities can occur.

#### **SCOPE**

(Describe in what way the position contributes to and impacts on the organization)

Located in the school in Norman Wells, the Custodian reports to the School Principal who is co-located.

The Custodian may provide training and direction to a casual or replacement custodian working the same shift.

The work of the Custodian impacts on school program delivery to 160 students and the health and safety of those students and teachers during school hours. The school has approximately 14 classrooms, one staff room, gymnasium, several washrooms, and 2-3 offices.

#### **RESPONSIBILITIES**

##### **A. Keep the school clean, orderly and secure during assigned shift.**

1. Reviews scheduled building usage and determines most appropriate schedule of cleaning in order to minimize inconvenience while completing tasks in a timely fashion.
2. Sweeps, mops, strips and waxes hard-surface floors, washes walls, windows, other glass surfaces, including external window surfaces and dust on established daily, weekly or annual schedules. Spot cleans these areas as necessary.

3. Vacuums and shampoos carpeted areas as necessary and upholstered furniture on established schedules and spot cleans as required.
  4. Cleans and sanitizes washrooms floors, ceilings and fittings and drinking fountains on established schedules and spot clean as required.
- B. Perform general custodial services in order to keep school buildings safe, secure and in good working order.**
1. Identifies situations requiring maintenance work and advises the principal.
  2. Maintains school security during shift. Locks internal and external doors not required to be open. Identifies unknown persons encountered in the school during shift and directs them to the school office or to leave the building. Reports situations that threaten school security to the Principal.
  3. Moves furniture and equipment for cleaning and reconfiguration of rooms.
  4. Empties garbage cans and wastebaskets and dumps collected contents into school garbage bins.
- C. Performs other tasks as may be assigned from time to time.**

**KNOWLEDGE, SKILLS AND ABILITIES**

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance)

The ability to read English as would most commonly be acquired through the completion of grade 10 is required in order for the incumbent to follow written instructions and written cleaning product instruction, labels, schedules, and notices of activities. Equivalences will be considered.

The incumbent must be able to deal effectively with people of all ages and backgrounds and to deal appropriately with students and others using or abusing school facilities.

The incumbent requires the physical ability to operate school janitorial equipment such as power floor scrubbers and polishers. This also includes lifting and carrying items such as bulk cleaning supplies and furniture items of up to 75lbs. Previous experience in routine custodial work in a similar setting would be an asset.

**WORKING CONDITIONS**

(List the unavoidable, extremely imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environment conditions, and demands on one's senses and mental demands)

**PHYSICAL DEMANDS**

(Indicate the nature of physical effort leading to physical fatigue)

The incumbent works standing or walking for the full work shift of 8.0 hours with two 15 minutes rest periods.

### **Environmental Conditions**

(Indicate the nature of adverse environment conditions to which the incumbent is exposed)

Approximately 95% of the incumbents work time is spent indoors in a comfortable, safe environment.

Some cleaning and disinfecting products, if mixed or used incorrectly by the incumbent or other workers exposed the incumbent to serious chemical hazards.

The incumbent is exposed to the use of cleaning products approximately 6.0 hours, a full work shift.

### **Sensory Demands**

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy).

Normal use of vision, hearing, smell and the mechanical manipulation of floor washing, waxing and buffing equipment are required.

### **Mental Demands**

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples)

There are no significant mental demands on the incumbent.

### **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

#### **Official Language Considerations (check one)**

- ☒ Not required
- ☐ Bilingual required (state language): \_\_\_\_\_