Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
South Slave Divisional Education Council	Custodian	
Position Number	**Community**	**Division/Region**
99-7500	Fort Smith	JBT Elementary School

PURPOSE OF THE POSITION

The Custodial Worker 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

The Custodial Worker reports to the Principal and cleans and cares for the facility and equipment of the School. He/she 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 extracurricular activities
   - Seek out work to be completed as time permits

5. **Perform other related duties as required**

WORKING CONDITIONS

Physical Demands

The Custodial Worker is a physically demanding position. The incumbent must 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 do a great deal of stretching and bending, often in awkward positions. Operating floor polishers and waxers are particularly hard on back muscles. The incumbent is also required to work an evening to early morning shift (4:00 PM to 1:00 AM) which causes physical fatigue.

Environmental Conditions

The Custodial Worker works on a daily basis with dangerous and toxic cleaning products that can be very harmful to one's health if not properly utilized. In some cases these products give off unpleasant odors. The Custodial Worker also regularly has to clean up blood, saliva and other bodily fluids that are unpleasant to deal with. The condition of washrooms and school areas is often unpleasant.

Sensory Demands

Many of the cleaning materials give off noxious fumes and have powerful odors. If not handled properly, the cleaning materials can cause injury, sickness and/or skin irritation and rashes.

Mental Demands

Stress can be caused by the condition of washrooms and classrooms and by coming across unpleasant situations.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent requires an understanding of standard cleaning procedures, chemicals, products and equipment. He/she must be able to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products. The incumbent must be able to work under little supervision. The incumbent requires knowledge of the goals, objectives and operations of the school and the District Education Authority as well as the local people and cultures of the community. The ability to speak the local Aboriginal language is a definite asset.

The following knowledge, skills and ability are required to perform this role:

- Understanding 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
- Able to work under little supervision
- Effective decision making skills
- Effective problem solving skills
- Effective time management skills
- Effective verbal communication skills
- Knowledge of the goals, objectives and operations of the SSDEC
- Knowledge of local culture and the ability to work in a multi-cultural environment
- Maintain strict confidentiality
- Ability to speak a local aboriginal language is an asset

The incumbent must maintain strict confidentiality in performing the duties of the Custodial Worker. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- be reliable and able to work with minimum supervision
- maintain a high commitment to the benefits of education
- be dependable, self-motivated, demonstrate sound work ethics and act as a role model for students

Typically, the above qualifications would be attained by:
The completion of Grade 10 and related experience; the completion of a WHMIS course. Equivalencies may be considered.

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