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**IDENTIFICATION**

Position Number	Position Title	
65-10886	Custodial Worker	
Department	Unit	Region / Location
Commission Scolaire Francophone de Division	Ecole Boreale, Hay River	Hay River, NT

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 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 instructions 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 to role model appropriate behavior.

RESPONSIBILITIES

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

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Main Activities:

- Sweep and mop all floor areas including stairs, hallways, rooms, etc.
- Vacuum all carpeted areas
- Dusts and cleans all furniture and fixtures as required
- Dusts and cleans classrooms, offices, gymnasium, hallway and stairway
- Cleans chalkboards and brushes and replaces same
- Empties all waste baskets and garbage cans
- Places garbage in outside storage bin
- Wash and disinfects washrooms, cleans wash basins, urinals, toilets and bathroom fixtures
- Clean, wash and disinfect drinking fountains
- Clean boot racks, coat racks and walls behind coat racks
- Wash walls, windows, doors, hardwood and glass
- Perform and/or report minor maintenance repairs
- Report damages and acts of vandalism to the Principal
- Ensures all outdoor walkways and exits are clear of snow and ice
- Ensures that the doors are locked and lights are out
- Ensures all exits are kept clear of snow, cans, paper, etc.

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

Main Activities:

- Wash and buff floors with floor polisher
- Wash entrance and exit floors
- Spot clean walls and toilet partitions
- Shampoo the carpets
- Clean snow from exits for four feet from the doors

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 public.

Main Activities:

- 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. Provides logical support to school staff.

Main Activities:

- Moving material and supplies as required
- Seek out work to be completed as time permits

5. Perform other related duties as required.

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 Commission scolaire francophone de division as well as the local people and cultures of the community. The ability to speak French is desirable.

Skills

The incumbent must demonstrate the following skills:

- Effective verbal and listening communication skills in both the French and English
- Decision making skills
- Problem solving skills
- Time Management skills
- The ability to work in a multi-cultural setting with young people, staff and parents
- The ability to work with little or no supervisor
- Requires the skill to communicate in the English language (both written and oral) with suppliers and contractors.

Personal Attributes

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 dependable, self-motivated, demonstrate sound work ethics and act as a role model for students

The incumbent would normally attain the required knowledge and skills through completion of Grade 10, one year of related experience and completion of a Workplace Hazardous Materials Information Systems (WHMIS) course and/or Transportation of Dangerous Goods (TDG) course. Equivalencies will be considered.

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WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including frequency and duration of occurrence of physical demands, environmental conditions, sensory demands and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

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 the floors, 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 waxes are particularly hard on back muscles. The incumbent may also be required to work evening shifts, which causes physical fatigue.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

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 blood, saliva and other bodily fluids that are unpleasant to deal with. The condition of washrooms and school areas is often unpleasant.

Sensory Demands

(The nature of demands on the incumbent's senses)

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

(Conditions that may lead to mental or emotional fatigue)

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