

Job Description

Custodian

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Custodial is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that municipal buildings and facilities are maintained in a healthy, safe and sanitary manner.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Custodial reports to the Senior Administrative Officer and cares for municipal facilities and equipment. Maintaining these responsibilities will help to ensure the health, safety and security of the public.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner

Main Activities:

- Clean offices, meeting chambers and recreational facilities
- 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 including glass, doors and hardware
- Keep outside area near exit and entrance clear of snow, cans, paper, etc.
- 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
- Wash and buff floors with floor polisher
- Wash entrance and exit floors
- Spot clean walls and toilet partitions

2. Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the 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
- Restock materials and supplies
- Make note of the need for equipment repairs

3. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of standard cleaning procedures, chemicals, products and equipment
- ✓ Knowledge of the Workplace Hazardous Materials Information System
- ✓ ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products
- ✓ ability to work under little supervision.

Skills

The incumbent must demonstrate the following skills:

- ✓ team building
- ✓ decision making skills
- ✓ problem solving skills
- ✓ effective verbal and listening communications skills
- ✓ time management skills
- ✓ ability to work with little or no supervision

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Finance and Administration Officer. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through related experience and completion of a Workplace Hazardous Materials Information Systems course. Equivalencies will be considered.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Custodial 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.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Custodial 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 also regularly has to clean up blood, saliva and other bodily fluids that are unpleasant to deal with. The condition of washrooms 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 condition of washrooms and by coming across unpleasant situations.

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.