

1. IDENTIFICATION

Position No. 09-	Job Title Custodian	Supervisor's Position Principal	
Department Education	Division/Region Qikiqtani School Operations	Community	Location
Fin. Code: 098** 01 2 *** 0980090 01 1000			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<ul style="list-style-type: none"> The Custodian is responsible for providing essential services for maintaining a safe, secure, comfortable and sanitary environment in the school.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
<ul style="list-style-type: none"> The Custodian has the responsibility of maintaining a sanitary and safe environment for the students and staff of a school. In his role he ensures the school room temperature levels are normal, water and fuel supplies are adequate and the school is cleaned. This position has great impact in helping the school to be opened on continuous bases when the duties are performed.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.
<ul style="list-style-type: none"> Ensures that the building is readied for occupancy each day by: <ul style="list-style-type: none"> a) opening the school at 8:00 am each day b) checking that temperatures in each classroom are normal c) checking water and fuel supply and reporting shortages to the Principal Maintaining a clean safe environment by: <ul style="list-style-type: none"> a) daily sweeping or vacuuming of all floor areas

- b)weekly scrubbing of all non-carpeted areas in the school
- c)cleaning of walls, handrails and other surface areas as necessary
- d)weekly cleaning of surface areas of all student and teacher desks, doorknobs, chalkboard ledges and shelves
- e)washing of all window areas inside and out prior to school opening each Fall
- f)daily scrubbing of washroom/shower room floors
- g)removing all garbage from the school building and arranging proper disposal
- h)performing other duties as assigned by the Principal
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- Assists with supply and basic maintenance of the building by:
 - a)placing soap, paper towels, toilet paper, etc in each washroom
 - b)arranging proper storage of sanitary supplies
 - c)clearing snow and ice from entrances
 - d)replacing burnt out lighting
 - e)checking playground equipment for safety
 - f)doing minor repairs where necessary
 - g)maintaining clear access to all fire exits
 - h)performing other duties as assigned by the Principal
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- Advises staff on proper maintenance procedures
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Summer Duties

a)specialized summer cleaning including:

- stripping floors and re-waxing
- shampooing of carpet flooring
- washing of walls, doors, handrails, stairs, landings,
- blackboards, whiteboards, ledges
- washing of student desks, tables, chairs
- sanitizing student/staff washrooms & showers
- washing of all window areas inside and outside

b)safety and security

- doing a daily walk-around inside and outside of school facility to ensure safety and security of building and facilities
- reporting required repairs and those resulting from vandalism to maintenance provider
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5. KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

- Cleaning techniques, use of specific cleansers for various surfaces.
- Use of cleaning equipment – industrial vacuum cleaners, buffers, etc.
- The position is considered a highly sensitive position and requires both a clean Criminal Record Check as well as Vulnerable Sector Check

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day)

Majority of the work is performed inside the school and at times when staff and many students are present. Some duties may have to be scheduled around class times and after hours.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Daily sweeping, vacuuming and washing the floors may cause fatigue.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- N/A

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

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Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

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7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ 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.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

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