



1. IDENTIFICATION

Position No.	Job Title Janitor	Supervisor's Position Adult Educator
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Department NAC	Division/Region Baffin	Community	Location CLC
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Freebalance Coding:

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

The janitor is responsible for cleaning, monitoring the facility safety and security, and completing minor labour duties at the Community Learning Centre.

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?

The position is responsible for maintaining a safe and clean environment, in which the daily functions of the community learning centre are carried out. The incumbent follows a rigorous routine of cleaning functions in compliance with the College's policies and procedures, in addition to cleaning and custodial work assigned on a day-to-day basis by the supervisor. The incumbent must ensure that all tasks are completed without disruption to instructors and students.

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 *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The incumbent will be assigned a specific list of duties and directions as to the facility area in which they are to be performed. Standard practices will be required and the frequency (i.e. daily, seasonal, weekly, as required, etc.) of each task will be indicated on the duty list. To ensure minimal disruption to students and staff, and as a security measure, the incumbent will not have authorization to be in other areas of the building without prior approval from the supervisor.

Main Activities

Maintain a clean, safe environment by completing a series of scheduled janitorial tasks as



follows:

1. Sweeping and vacuuming the floors
2. Vacuuming and cleaning the rugs, carpets and drapes
3. Sweeping and washing the stairs
4. Washing the walls and partitions
5. Cleaning the ceilings
6. Cleaning the interior glass
7. Window cleaning
8. Dusting and cleaning the light fixtures
9. Dusting furniture and other fixtures
10. Emptying the waste baskets and refuse containers
11. Dusting the venetian blinds
11. Sweeping and dusting entrances and lobbies
12. Washing and disinfecting the washrooms, showers and laundry room
14. Reloading of all toilet paper and soap dispensers
15. Miscellaneous tasks (i.e. cleaning of notice boards, high ledgers, door grills, etc.)
16. Checking the temperature and the cleanliness of each classroom and all common rooms
17. Ensure that all windows and doors are closed upon leaving the specified areas
18. Checking the janitorial log book daily, carrying out requests and signing the log book
19. Noting instances of damage and entering requests for repairs in the log book
20. Noting any problems in the log book

Other duties as required:

1. Advising when general janitorial supplies need reordering and recommend purchase of additional janitorial supplies.
2. Moving furniture and equipment
3. Attending staff meetings

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 behaviours 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.

- Knowledge of general cleaning techniques and use of specific cleansers for various surfaces.
- Ability to use cleaning equipment (i.e. industrial vacuum cleaners, buffers, etc.).
- Able to read cleaning product labels and material safety data sheets. Understand the nature of dangerous chemicals in order to take the necessary precautions to protect self and others. Some training or experience with WHMIS (Workplace Hazardous Materials Information System), which regulates the handling of hazardous material, is an asset.
- Ability to manage time and set priorities.
- Ability to speak Inuktitut is considered a definite asset to interact with staff and students.
- Speaking and reading English is desirable to read product labels and material safety data



sheets.

The ideal candidate will have the completion of Grade 10, a high school diploma is preferred. Experience working as a custodian or janitor. Experience working with hazardous materials and safety regulations. Equivalencies to education and experience may be considered. This position will be responsible for the safety and security of the CLC and a criminal record check is required.

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).

Physical Demands

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

Extensive lifting and strenuous activity is required, sometimes up to 4 hours per day. Duties may be assigned for cleaning on both the inside and outside of the building as well as the facility grounds.

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.

Adverse conditions include exposure to toxins from cleaning chemicals, and exposure to germs and bacteria in areas of the building where these may be most prevalent (e.g. washrooms, janitorial rooms, kitchen, and laboratories).

Regular work may be disrupted in the event of a flood or other act of nature, which require emergency clean up.

Sensory Demands

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

The incumbent, on a day-to-day basis, must keep up with a rigorous routine that can be very tiresome.

The incumbent must ensure that all duties are carried out every day and must make decisions on what type of cleansers can and should be mixed.



The incumbent has to prioritize which cleaning activities are more important than others.

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.

At times, the incumbent may be told what to do by a whole range of people (i.e. supervisor, instructors, other staff and students). This can be quite stressful and may lead to emotional fatigue.

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.
_____ President 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”.