



**IDENTIFICATION**

Department	Position Title	
Aurora College	Custodial Worker/Groundskeeper	
Position Number	Community	Division/Region
91-15906	K'atl'odeeche (Hay River Reserve)	Community and Extensions Division

**PURPOSE OF THE POSITION**

The incumbent is responsible for providing custodial and grounds keeping services at the Community Learning Centre (CLC), and ensuring that the facility is clean for staff, students, and visitors.

**SCOPE**

This position reports directly to the Community Adult Educator, Community Learning Centre. The incumbent provides daily general custodial, grounds keeping and maintenance services at the community learning centre facility.

**RESPONSIBILITIES**

**1. Cleans the learning centre facility, supervised by the Community Adult Educator.**

- Cleans floors by sweeping, mopping and polishing
- Vacuums rugs and carpets; spot cleans as required
- Washes tables weekly, spot clean as needed
- Cleans and disinfects washrooms and water fountains; replenishes bathroom supplies as needed
- Cleans and dusts classrooms, office, and hallway
- Cleans doors, partitions and other surfaces, including windows
- Empties trash and recycling receptacles
- Completes other cleaning tasks as required such as wiping of door knobs and light switches during cold and flu season
- Maintains clean and tidy entry ways
- Maintains outside cigarette receptacles and empties weekly or as required
- Moves furniture and equipment for cleaning and reconfiguration of learning centre rooms

**2. Provides monthly, seasonal or yearly cleaning services including seasonal grounds keeping and minor maintenance as required.**

- Cleans windows inside and out in fall and spring
- Where possible, strips and waxes floors yearly or twice yearly as required
- Where possible, steam cleans carpets yearly or twice yearly as required
- Dusts and cleans blinds monthly
- Conducts thorough dusting of surfaces on monthly or seasonal basis or as required
- Cleans and disinfects garbage and recycling receptacles monthly/seasonally/as required
- Completes minor maintenance tasks, such as changing light bulbs
- During winter months, removes snow and ice from outside stairs, walkways, and decks at learning centre facility, including fire exits and entrances as needed.
- Applies ice-melt or similar product to entrances and approaches when conditions are slippery

**3. Maintains janitor room and Occupational Health and Safety requirements.**

- Maintains janitor room in clean and tidy condition
- Keeps track of cleaning supplies and advises supervisor when to order more
- Carries out duties with proper knowledge of the use of cleaning supplies, equipment and methods of use (E.g. WHMIS)
  - Maintains binder with up-to-date Safety Data Sheets on cleaning materials (E.g. WHMIS)

**4. Works collaboratively with the Community Adult Educator/College staff so the Learning Centre is maintained safely and cleaned to required standards.**

- Ensures duties from the assigned daily, weekly, and monthly checklists are completed and any concerns reported to the Community Adult Educator
- Ensures all office windows, doors and other secure openings are properly closed and locked, lights are out, and that empty rooms are secure
- Ensures all learning centre entrances are securely closed and locked prior to leaving building
- Carries out duties with knowledge of emergency response procedures including contact information regarding emergency numbers
- Maintains current WHMIS certification

**WORKING CONDITIONS**

**Physical Demands**

A large portion of the incumbent's time will be spent cleaning, doing grounds keeping and occasionally moving boxes, furniture, etc., which can lead to physical discomfort in the neck, back and arms. In the winter months, the incumbent is expected to shovel the outer stairs, walkways, and decks, and areas around water intake and sewer outtake piles, which can also contribute to neck, back and arm discomfort.

**Environmental Conditions**

There are no significant adverse environmental conditions that exist in this position.

## **Sensory Demands**

The incumbent must spend hours cleaning the facility, which requires a great deal of attention to detail. The incumbent is also in frequent contact with cleaning chemicals. Many of the cleaning materials have powerful odours, if not handled properly the cleaning products can cause injury, sickness, and/or skin irritation and rashes.

## **Mental Demands**

No unusual mental demands exist in this position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standard cleaning products, safe handling procedures, and equipment employed in janitorial care and maintenance of buildings
- Working knowledge of computer programs: PeopleSoft and Email
- Good oral and/or written communication skills
- Ability to demonstrate the safe and proper use of cleaning products and equipment to others
- Ability to work independently with minimal supervision in order to determine the appropriate actions to be taken
- Ability to lift, move and carry items weighing up to 50 pounds

## **Typically, the above qualifications would be attained by:**

- Previous experience in doing routine custodial/maintenance work
- WHIMIS and other safe work procedures training

## **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

**CERTIFICATION**

**Title:** Custodial Worker/Groundskeeper

**Position Number:** 91-15906

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<hr/> <p>Supervisor Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>Lynn Morris Jamieson Acting President</p> <hr/> <p>Deputy Head/Delegate Signature</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>February 2, 2020</p> <hr/> <p>Date</p>

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