

Job Description

Custodian

Job Title:	Custodian
Job Type:	Full-time; Hourly
Reports To:	Custodian Lead

Job Purpose

The Custodian is responsible for performing day-to-day custodial duties to ensure a safe, clean, healthy, and attractive environment.

Duties and Responsibilities

The following are the primary duties and responsibilities of the Custodian. The following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all the duties and responsibilities required for the position. Other duties and responsibilities may be assigned by the Custodian Lead.

- Maintain acceptable standards for cleanliness by vacuuming, sweeping, and mopping as required and performing routine cleaning tasks including cleaning all washrooms, dressing rooms, offices, meeting rooms, entrances, and all other areas.
- Ensure all washroom facilities are stocked with supplies and refilled in a timely manner.
- The incumbent will work collaboratively with department heads and the Lessees in timing the stripping, waxing and polishing of floors so as not to conflict with scheduled public events.
- Wash and polish all windows and mirrors as required.
- Wash and dust windowsills, ledges, shelves, desks, other furniture, and equipment.
- Dispose of garbage and complete recycling at all Town facilities.
- Report any need for repairs or maintenance within Town facilities to the Custodian Lead to ensure that the facilities are safe, secure, and free of hazards to the public.
- Maintain an inventory checklist of washroom and cleaning supplies and products for Town facilities and, in consultation with the Facilities and Maintenance Manager, recommend the purchase of required items.
- Ensure all tools and equipment used while performing duties are kept clean and well-maintained and stored in a safe and secure location.
- Assist with the set-up and tear-down of items for municipal functions, including helping with furniture and equipment, carrying supplies, arranging decorations, etc. as required.
- Provide other manual labor services on various assignments as required.

Qualifications

The minimum qualifications required to successfully perform the job are as follows:

- High School graduation;
- 1-3 years of experience in custodial services and/or building maintenance;
- Valid New Brunswick driver's license Class 5;
- An equivalent combination of education and experience may be considered.

The following job certifications, diplomas or memberships are also required to perform the job:

- Standard First Aid and CPR Certificate;
- WHMIS (Workplace Hazardous Materials Information System) Certificate.

Knowledge, Skills and Abilities

The following knowledge, skills and abilities are required:

- Knowledge of maintenance of a community and similar facilities;
- Knowledge of relevant policies, procedures, rules and regulations, including Occupational Health and Safety regulations;
- Skill in the use of small tools and the operation of equipment used in performing custodial and maintenance tasks;
- Client service orientation, including the ability to be consistently friendly and helpful and respond appropriately to inquiries, requests and complaints;
- Effective communication skills, including the ability to listen actively and respond verbally in a manner that is clear and respectful;
- Attention to detail and ability to maintain high standards to ensure a clean, safe, healthy and attractive environment;
- Flexibility, including the ability to adapt to and work effectively within a variety of situations and with various individuals or groups;
- Planning and organizational skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations;
- Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, residents, contractors/suppliers, business representatives and other stakeholders.

Working Conditions

This position will require the incumbent to work irregular hours. The work schedule may require the incumbent to work in shifts, on evenings, weekends and statutory holidays. Duties are often performed in a busy public area, and it may cause an ongoing challenge to keep the facility maintained. Stress may be experienced as a result of encounters with rude, angry or displeased patrons. There are times the incumbent may face stress due to the need to manage multiple requests and demands and complete tasks within tight deadlines. Assistance to other staff may be requested from time to time, and may be faced with frequent interruptions and the constant need to shift priorities. The incumbent is required to use tools and operate equipment that must be handled with safety and caution in order to avoid the risk of accident or injury. Some exposure to noise may be experienced. Participation in community events may be periodically required on evenings, weekends and statutory holidays.

Physical Requirements

The incumbent may be required to lift and carry equipment and supplies. Periods of sitting, standing, walking, carrying and bending may result in muscle or back strain. Safety footwear is required at the workplace at all times. Hearing protection is required while performing tasks where excessive noise levels are experienced. Safety glasses are required when performing tasks which have the potential to cause damage to the eyes.

Hours of Work

Full time, with varied schedule based on building cleaning requirements and special projects.

Certification and Approval

Employee and Supervisor Certification

<p>I certify that I have read and accepted the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Signature (Employee)</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>	<p>I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Signature (Supervisor)</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>
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Approved by Chief Administrative Officer:	
Printed Name:	
Date:	