



POSITION DESCRIPTION

Non-Union Part Time
CUSTODIAN

Parks, Recreation & Culture Department

Position Code: PRCCUS

April, 2018

POSITION SUMMARY:

The Parks, Recreation & Culture Department is responsible for providing a broad range of recreational programs and opportunities for local residents and visitors of all ages.

Under the direction of the Director of Parks, Recreation & Culture, the Custodian is responsible for performing janitorial services and maintaining overall cleanliness of the Douglas Street Recreation Centre. Duties may also involve completing minor maintenance and repair work, as well as other miscellaneous duties in order to ensure that the building and assigned equipment are maintained in a healthy, safe and sanitary manner.

REPORTING RELATIONSHIPS:

Reports To: Director of Parks, Recreation & Culture

KEY WORKING RELATIONSHIPS:

Internal:

- Applicable Department
- Other Town Departments

External:

- Citizens

RESPONSIBILITIES/ACCOUNTABILITIES:

- Clean offices, meeting rooms and gymnasium on a daily basis;
- Wash and disinfect all washrooms on a daily basis, including floors, toilets, sinks, vanity, hand dryers, fixtures and mirrors; replenish toilet tissue and soap as needed;
- Clean all floors by sweeping, wet and dry mopping, strip, wax and buff tile floors as required to maintain cleanliness;
- Dust and clean all furniture, filing cabinets, computer equipment and fixtures on a bi-weekly basis;
- Empty all waste baskets and garbage cans; sort and dispose of recyclables; place garbage in storage bins on a daily basis;
- Clean, wash and disinfect kitchen and/or lunch areas to include sink, stove, fridge, microwave, cupboards, coffee machines and water machines on a bi-weekly basis;
- Clean entrance and exit areas, including mats, glass doors and hardware on a daily basis;
- Conduct minor maintenance and repairs, change light bulbs or fixtures, using ladder as required and within the scope of personal qualifications; report major repair requirements and any vandalism to supervisor;
- Clean windows and window sills using ladder, as required; spot clean walls from finger marks and dirt as required to maintain cleanliness;

- Ensure cleaning materials and supplies are stored in a safe and orderly manner, maintain adequate supply of cleaning materials and supplies, requisition stock replenishment in a timely manner to ensure no disruption to service;
- Snow removal from walkways, salt walkways as required, remove litter and waste paper from perimeters surrounding the building as required to maintain safety and cleanliness;
- Maintain close working relationship with staff within the department to ensure continual exchange of information as required;
- Participate in the Town's Performance Management Program; participate in departmental and Town organized training and development activities as required/requested;
- Other assigned duties within scope of personal qualifications and abilities.

QUALIFICATIONS

Education, Training and Experience:

- Minimum two (2) years custodial experience;
- Completion of grade twelve (12) or equivalent;
- Experience in operating cleaning equipment such as wax strippers, buffers, steam cleaners and vacuums;
- Knowledge of standard cleaning procedures, chemicals, products and equipment; experience in mixing and using cleaning chemicals and materials relative to the job;
- Working knowledge of and ability to independently use hand tools, such as hammers, screwdrivers, pliers and plungers.

Technical Knowledge:

- Knowledge of Occupational Health and Safety Act, relevant to the provisions that apply to this work;
- Completion of Workplace Hazardous Material Information System Training (WHMIS), an asset;
- Emergency First Aid, an asset;
- Knowledge of assigned equipment, materials and tools associated with the work and procedures relevant to the work.

Competencies:

- Excellent interpersonal skills;
- Excellent communication skills;
- Excellent organizational skills;
- Possess problem solving ability; demonstrate sound work ethics; be self-directing; have the ability to prioritize and multi-task.

Special Requirements:

- Criminal Records Check;
- Required to exercise discretion when dealing with public and/or confidential information.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Work involves moderate to heavy lifting, bending, stretching, kneeling and climbing.
- Operation of medium cleaning equipment.
- Exposure to dirt, dust, foul odours and cleaning chemicals.

AUTHORIZING SIGNATURES

Director of Parks, Recreation & Culture:

(Signature)

(Date)

Employee:

(Signature)

(Date)