

## First Nation of Na-Cho Nyak Dun (FNNND)

<b>Position Title:</b>	<b>Custodian</b>
<b>Department:</b>	<b>Administration</b>
<b>Supervisor:</b>	<b>Executive Director</b>
<b>Date:</b>	<b>July 2017</b>
<b>Status:</b>	<b>Full Time</b>
<b>Classification:</b>	<b>Level 3</b>

---

### **JOB SUMMARY**

Reporting to the Executive Director, the incumbent is responsible for the daily, weekly, seasonal and annual janitorial duties of FNNND properties ensuring the facilities are clean and professional.

### **MAIN DUTIES**

- Monitoring and ensuring building security by ensuring the premises is locked, secure and safe during unoccupied hours;
- Empty waste baskets and place garbage in designated area(s);
- Dust shelves, window sills, desks and all surfaces;
- Wipe and wash walls from visible marks and stains;
- Sweeping, mopping, vacuuming, stripping, waxing and buffing and/or shampooing floors;
- Stairwells / Halls: spot clean walls as necessary and ensure stairs/ guard rails are clean;
- Kitchen areas: dust and polish tables/ counters, wash, dry and stack coffee cups left in the kitchen. Sanitize cooking surfaces (ie. stove and micro-wave) and wipe exterior of the fridge and clean the inside as needed;
- Ensure coffee pot is turned off and coffee machine, including coffee pot/ filter, are sanitized appropriately;
- Washrooms: cleaning and disinfecting toilets, sinks, showers and fixtures, including restocking disposables (i.e. soap, tissue/ paper towel dispensers, etc.). Wash floors, wipe down counters and clean mirrors;
- Ensure exterior of building free of garbage (empty exterior garbage cans/ cigarette buckets periodically), ensure stairs and decks are free of debris. Ensure entrances are free of snow and other debris and report hazards to supervisor as required. Act promptly to treat slippery conditions with compounds to eliminate or minimize hazardous conditions when they exist;
- Report broken windows or other signs of wear and tear to the appropriate manager;
- Ensure (2) seasonal annual cleaning (fall vs. spring) this includes: waxing floors, cleaning the fridges and stoves thoroughly, emptying and wiping down cupboards

and cleaning windows (building interior windows and exterior windows within reach);

- Monitoring and noting minor and major maintenance needs throughout the building, carrying out any minor maintenance needs, and reporting maintenance requirements to the appropriate manager;
- Ensure inventory of custodial supplies is adequate and on hand; and
- Other duties as required.

### **KNOWLEDGE AND SKILLS**

- WHMIS Certification (*or willing to obtain*)
- Standard First Aid (*or willing to obtain*)
- Knowledge of use and maintenance of industrial cleaning equipment and appliances (*or willing to learn*)
- Knowledge of safe disposal of chemical liquids and other hazardous components;
- Attention to detail and conscientiousness;
- Proven inventory control skills would be an asset;
- Very good physical condition and strength (able to lift up to 50 lbs);
- Must be reliable and committed with a professional positive attitude;
- Ability to maintain strict confidentiality and conduct at all times; and
- Good verbal and written communication skills.

### **EMPLOYEE SAFETY**

The incumbent is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The incumbent is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, citizens, or staff assigned to the facility.

### **DECISION-MAKING**

Problems are of a recurring nature and solved by reference to standards and precedents. Supervisor is available for more complex problems. The work of the position will be conducted in accordance with established laws, policies and procedures. This position has no signing authority. Work cannot be delegated to another person without the expressed written consent of the Executive Director.

### **IMPACT/ACCOUNTABILITY**

To ensure Government facilities are clean, neat and tidy by doing all of the above duties to maintain cleanliness and orderliness.

### **WORKING CONDITIONS**

Ongoing exposure to dust, chemicals, soiled food, and unsanitary conditions and on-going physical activity (i.e. mopping, sweeping, scrubbing and stretching). Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting.

### **CONDITIONS OF EMPLOYMENT**

- Security Clearance;
- A valid Class 5 Yukon Driver's License and Abstract (preferable); and
- All FNNND personnel policies and associated signatory forms apply.