



POSITION TITLE: Custodian
DEPARTMENT: Operations
SUPERVISOR: Operations Assistant
STATUS: Auxiliary On-Call

JOB SUMMARY:

Reporting to the Operations Assistant, the AOC Custodian is a member of the Custodial team that helps keep our customer's facilities clean and operating. Physical strength, hand-eye coordination, and endurance, concentration, computer experience, estimating, and communication skills will help with success in this role. The incumbent will perform a variety of duties related to cleaning, as directed by the supervisor.

MAIN DUTIES & RESPONSIBILITIES:

- Follows established work protocols to clean customer facilities (e.g., vacuum, mop, dust, deep clean, sanitize, empty waste baskets, etc.).
- Follows workplace health and safety regulations.
- Follows WHMIS regulations.
- Notifies supervisor of supply levels at each job site.
- Other related duties as identified by supervisor.

EDUCATION & EXPERIENCE:

- High school graduation is preferred.
- Prior work experience in a role that demonstrates ability to work independently and follow direction.
- Prior work or personal experience that demonstrates a desire to take pride in your work.
- Valid WHMIS, or willingness to obtain.

MANAGEMENT SKILLS:

- Creativity - the ability to problem solve and look for new solutions.
- Ability to follow direction and established procedures.
- Ability to work with minimal supervision and use safe work practices.
- Excellent time management and organizational skills.
- Ability to prioritize work requirements and seek direction when required.
- Ability to work flexible hours.

INTERPERSONAL SKILLS:

- Flexibility – the willingness and ability to jump in where needed, adapt on the fly and work as part of the team.
- Ability to demonstrate good work ethics, be reliable and self-motivated.
- Good communication skills, both verbal and written.
- Ability to prioritize work requirements and seek direction when required.
- Ability to engage with the public, clients, and colleagues in a respectful and considerate manner.



KEY PERSONAL CONTACTS & CONTACT NATURE:

Contact:

Nature:

Operations Assistant	Director Supervisor. Provides oversight and direction for duties. Resolution of issues as needed. Performance Management.
Custodial Team	Colleagues. Communication on shared projects or assignments.
Clients	Performs duties as assigned by supervisor and directed by client. Respectful and considerate communication when needed.
Director of Operations	Department head. Provides oversight and direction for all operations. Resolution of issues as needed.

DIRECTION/DECISION MAKING:

This position reports to the Operations Assistant who determines the overall goals and objectives of the Operations division. The incumbent is expected to follow all OH&S, CIGC, and client policies and procedures, and report any areas of concern to their supervisor for resolution. The position will need to ensure cleaning is completed as per standards, and any concerns or issues are reported to supervisor for follow up, or for additional direction when unsure of steps or processes.

IMPACT & ACCOUNTABILITY:

The Custodian has the potential to impact the health and safety of client’s buildings, equipment, fabric, furniture and furnishings if processes and standards are not followed. The incumbent has the potential to impact the reputation of CIGC if client satisfaction is not met. The position must ensure all issues are reported in a timely manner. The incumbent must ensure respectful and considerate communication with all colleagues, clients, and public to maintain and enhance the reputation of the CIGC.

WORKING CONDITIONS:

This position is located in Dawson City and is based in a variety of workplace settings, mostly indoors. Work hours will vary by project and assignment, and the incumbent must be willing to be flexible in their shifts. The position will perform activity including walking, bending, lifting, and other positions to allow for proper cleaning. The incumbent will work primarily alone, however may be exposed to clients or public at times. Harassment, bullying and discrimination will not be tolerated in the workplace and could result in termination of employment for cause.

CONDITIONS OF EMPLOYMENT:

- Criminal Records Check.
- WHMIS Certification (obtained within 1 month of hiring)
- Ability to travel to and from work sites on own.



AMENDMENTS:

This Job Description accurately reflects the present position and it may, from time to time, be amended and will be reviewed on a regular basis. Any changes will be made following a proper period of consultation.

SIGNATURES:

I have reviewed the position's job description and agree that this is an accurate reflection of the duties and responsibilities assigned to this position.

Incumbent: _____ Date: _____

Supervisor: _____ Date: _____