

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Custodian

PURPOSE OF THE POSITION

Reporting to the Executive Director of the Education Department, and the Facilities Manager, the Custodian is responsible for maintaining an attractive, sanitary and safe facility for students, staff and the public. They ensure that projects and maintenance are completed in a safe, proper and timely manner. The position plays an essential role in maintaining the building and physical plant, and supporting a learning environment that promotes health, attitude and pride of students, while serving as a role model by displaying a professional, courteous, and helpful nature.

SCOPE

As a member of the Matawa Education team, the Custodian will be responsible for the overall cleanliness, sanitation, security, safety and maintenance of the facility, grounds and equipment. They provide equipment and furniture arrangements for meetings, classroom activities and events, while minimizing property damage, loss and liability exposure.

RESPONSIBILITIES

1. Cleaning Functions

Main Activities

- Sweep, mop, vacuum, scrub, refinish floors, clean, dust and polish furniture, wash windows and walls, clean restrooms, dispose of rubbish, and change lights;
- Ensure all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards;
- Pick up litter within the schools and on school grounds;
- Assure safety during inclement weather including, but not limited to, shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, remove debris from down spouts when clogged, etc.;
- Apply cleaning chemicals according to established safety procedures;
- Adheres to safety measures for cleaning, lifting, moving, and operating equipment;
- Performs minor repair and maintenance as authorized by district maintenance staff;
- Removes extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc.);
- Advise Principal/Maintenance Department on matters relating to mechanical equipment and/or building maintenance;
- Performs minor painting to walls, rails, playgrounds and other areas of the school;
- Keeps all equipment in a good state of repair and cleanliness;
- Undertake routine inspections of the site including daily maintenance checks;
- Maintain records of all regular checks undertaken;

2. Safety and Security

Main Activities

- Periodically inspects, or otherwise maintains awareness of, facility and equipment to detect and prevent injuries or damage.
- Secures school building to always ensure proper security. Lock, secure and code out building at end of shift.
- Verifies that emergency equipment is maintained and repaired as need be.
- Assists in implementing emergency planning and response.
- Performs other duties as assigned.
- Provides safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations;
- Initiate the necessary procedures quickly and accurately, relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board;

3. Administrative Functions

Main Activities

1. Initiate maintenance service requests according to school procedures. Follows through to ensure that maintenance is performed in a timely manner;
2. Maintains inventory and request cleaning supplies and materials needed to accomplish assigned tasks;
3. Maintains awareness of energy conservation and make suggestions of methods and procedures to consider energy usage;
4. Secures equipment and supplies and protects against pilferage, loss, theft, or abuse;
5. Required to follow legislated policies and stay abreast of updates and changes.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of cleaning and waxing compounds, heating and ventilating equipment, lawn mowers, irrigating systems, snow blowers, lawn and plant fertilizers and insecticides, floor buffers and custodial equipment, and basic tools utilized in building maintenance; considerable knowledge of maintenance and repair work;
- Thorough knowledge of proper safety techniques and procedures;
- High level organization skills and attention to detail;
- Demonstrated initiative in meeting the needs of students inside the school environment;
- Knowledge of First Nation education;

- Knowledge of First Nation cultures and lifestyles;
- Knowledge of legislation, regulations, policies and procedures for program development and implementation;
- Knowledge of legislation, regulations, policies and procedures for involving youth in community programs;
- Knowledge of office administration and procedures.

Skills

The incumbent must have proficient skills in the following areas:

- Strong communication skills, including successful verbal and written communications with staff, members, contractors and vendors;
- Maturity and flexibility in working with a diverse membership with competing priorities;
- Team building skills;
- Analyzing and problem-solving skills;
- Excellent decision-making skills;
- Effective negotiation and mediation skills;
- Excellent stress and time management skills;
- Excellent written, verbal, interpersonal, presentation, and analytical skills;
- A valid Ontario Driver's License.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Custodian. The incumbent must also demonstrate the following personal attributes:

- Good interpersonal and communication skills;
- An ability to adjust to changes;
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators;
- Initiative and ability to work with minimal direction;
- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Demonstrate sound work ethics.

Education/Training/Certification

- Graduation from high school or equivalent;
- Demonstrated 1 year (minimum) experience as a custodian or janitor;
- Qualifications in a technical/facilities field or relevant trade courses preferred;
- Background and experience with Indigenous culture and practices is preferable.
- Provide a clean Criminal Record/Vulnerable Sector Check.

WORKING CONDITIONS

Physical Demands

The Custodian may have to travel throughout the community and/or to Matawa communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Custodian may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Education and Care Centre (MECC) may be a busy facility. The Custodian may have to manage a few people and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The Custodian may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The MECC may be noisy and busy making it difficult for the Custodian to concentrate.

Mental Demands

The Custodian may have to manage several requests at one time. They must be aware of Education Department business in the community and all relevant legislation, policies and procedures. They may have to complete several tasks and responsibilities at one time, and they must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

 Employee Signature	 Supervisor's Title
 Printed Name Date	 Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
 Executive Director's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

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