

POSITION DESCRIPTION

POSITION TITLE:	Custodian	POSITION NUMBER(S):		GRADE:	K
DIVISION:	Human Resources Division				
SUPERVISOR'S TITLE:	Custodian Supervisor	POSITION NUMBER			

PROGRAM

The Human Resources Division is committed to provide advice and equitably manage and coordinate all human resources services and programs. This includes; recruitment and selection, orientation and training, labour relations, pay and benefits, and health and safety among others. Additionally, this department creates and interprets policy and guidelines for the human resources function within the Tk'emlúps te Secwépemc, (TteS).

PURPOSE OF POSITION

The purpose of this position is to complete the cleaning and disinfecting of the TteS on the Kamloops Indian Reserve, in accordance with health procedures and universal precautions protocol. The incumbent maintains a safe, clean and sanitary environment for clients, visitors and staff within the buildings as required.

WORK FEATURES AND CONTACTS

The incumbent works independently, but takes direction from and reports directly to the Custodian Supervisor. The Custodian position is client centered and is expected to operate with the highest level of confidentiality and is expected to clean the inside of buildings for the TteS on the Kamloops Indian Reserve.

The Custodian interacts with a wide variety of Band employees within TteS including;

- Band and community members and working groups.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. Cleans and disinfects assigned areas in accordance with safe working practices, protocols and procedures, to ensure the environment is clean and safe from disease. **(95%)**
 - Daily cleaning of offices, washrooms, common areas, coffee rooms and lounges.
 - Periodic cleaning of stairways, floor surfaces, interior walls and ceilings, drapes Venetian blinds.
 - Transport cleaning supplies on utility cart to work areas.
 - Wipes all surfaces, including sinks, toilets, mirrors, furnishings and equipment with disinfectant (uses germicidal agent for all damp/wet procedures.)
 - Cleans floors by dry or wet mopping, vacuuming and polishing.
 - Spot cleans as required.
 - Replenishes supplies.
 - Provides care and some maintenance of all equipment used. eg. carts, vacuum, etc.
 - Cleans all surfaces with disinfectant including vents, walls and windows.
 - Full cleaning of all areas quarterly, biannually and yearly.
 - Collects and removes all waste garbage and sharps containers.
 - Monitoring all equipment for unusual noises, smells, etc. to ensure machinery is functioning properly.
 - First contact when dealing with complaints.
 - Reports malfunctions or concerns to the supervisor.
 - Performs all duties and responsibilities in accordance with the TteS policies, standards and procedures.
 - Maintains confidentiality on all matters of the TteS.

2. Other related duties as necessary. **(5%)**

FINANCIAL RESPONSIBILITY

This position does not have any financial responsibility.

SUPERVISION OR TRAINING DUTIES

This position does not supervise any employees.

SPECIAL REQUIREMENTS

N/A

TOOLS / EQUIPMENT

Uses cleaners and cleaning tools.

WORKING CONDITIONS

In buildings.

WORK EXAMPLES

N/A

SELECTION CRITERIA

Professional Certification, Education and Experience

Must have grade 10 education or equivalent and ability to comprehend oral and written English, so as to understand and apply safety, current procedures and protocols, universal precautions, and WHMIS.

Must complete Workplace Hazardous Material Information Systems (WHIMS)

Must be in good physical condition and health.

First Aid, CPR Level C certificate is an asset.

Skills and Abilities

- Ability to work with minimal supervision and to prioritize workload duties.
- Ability to be flexible and adaptable to the environment.
- Physically able to meet the demands of bending, lifting and twisting positions.
- Knowledge and application of safety procedures to ensure a safe working environment.
- Self-motivated, and reliable
- Ability to work in a cross cultural environment.
- Flexible, committed and enthusiastic.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective:
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:

SIGNATURE:

DATE: