## JOB DESCRIPTION

| **Title** | CUSTODIAN |
| --- | --- |
| **Reports To**  | [INSERT TITLE]  |
| **Type** | FULL TIME/PART TIME, PERMANENT/TEMPORARY | **Effective Date** |  |

**Job Purpose**

The Custodian is responsible for performing hands-on duties to ensure the overall upkeep of our facility in a healthy, safe, and sanitary manner. The position is primarily responsible for keeping the building neat, clean, and well-maintained by performing daily light cleaning (both inside and outside the facility), sanitization, waste management, snow/ice clearing, and light maintenance duties.

The Custodian also performs relevant administrative duties and performs or assists with operational duties such as spills response, general system failures, seasonal/annual maintenance, and special projects.

**Key Responsibilities**

Specific duties include but are not limited to:

* Monitoring and cleaning [Insert Types of Rooms] daily by dusting, polishing and disinfecting equipment and other hand-touched surfaces, vacuuming, sweeping, steam cleaning and/or mopping floors, wiping ceilings, walls and windows and collecting trash (replacing bags) and recycling items from receptacles.
* Cleaning restrooms daily by wiping down and disinfecting all surfaces with the appropriate products, washing/unclogging toilet bowls and urinals, sweeping and mopping floors, and refilling paper/soap supplies.
* Sanitizing all equipment and all touch points within the facility.
* Disposing of collected solid waste in an environmentally appropriate and safe manner by placing it in the applicable outdoor bin.
* Disposing of collected liquid waste in an environmentally appropriate and safe manner by placing it in an applicable holding tank or system.
* Performing minor repairs to heating, cooling, ventilating, plumbing and electrical systems, and contacting tradespersons for major repairs.
* Performing other routine maintenance jobs such as painting and drywall repairs.
* Ensuring safety and security measures are in place and operational at [Organization Name].
* Reporting needs and concerns to relevant staff through work orders or other appropriate/approved means of communication.
* Safely and properly operating, maintaining and storing various motorized equipment.
* Performing other duties as assigned.

**Core Competencies**

* Champions a healthy and safe work environment by following all workplace regulations, policies, and initiatives.
* Motivated self-starter, proactive, confident, and able to navigate through change.
* Strong interpersonal skills and able to work independently as part of a team.
* Possesses analytical, troubleshooting, problem-solving and technical skills in order to perform maintenance.
* Strong organizational and time management skills.

**Key Qualifications**

* High school diploma, GED or equivalent.
* Good understanding of safety procedures including hazardous materials and how to handle them safely (WHMIS etc.).
* Minimum XX years’ experience in a cleaning, janitorial and/or general building maintenance role.
* Ability to understand and follow verbal and written instructions with limited supervision.
* Able to obtain and maintain a clear Vulnerable Sector Check.

**Working Conditions**

* Work Schedule: [Insert Work Days], [Insert Work Hours].
* Overtime or shift work (including weekends and holidays) may be required.
* Routine physical activities include standing, walking, climbing, bending, crouching, reaching, lifting and carrying light (up to 5kg or 11lb), medium (5 to 20kg or 11 to 44lb), and/or heavy (over 20kg or 44lb) objects, pushing, pulling, working in an awkward position and/or maintaining one position for a long periods.
* Work is performed mainly indoors in a(n) [Insert Type of Environment e.g. school, office etc.] type environment with exposure to low level noise; occasional work alone outdoors.
* Exposure to hazardous workplace materials (chemical cleaning products, paint, etc.) and powered/non-powered equipment and tools (floor polishers, vacuum cleaners, floor scrubbers, snow blowers, drills, hammers, etc.).
* Exposure to biohazardous materials (vomit, urine, stools, blood etc.).
* Adherence to COVID-19 protocols, as required.