



IDENTIFICATION

Department	Position Title	
Commission scolaire francophone des Territoires du Nord-Ouest	Custodian	
Position Number	Community	Division/Region
95-10509	Yellowknife	École Allain St-Cyr / HQ

PURPOSE OF THE POSITION

The Custodian is responsible for performing custodial duties, and minor maintenance and other miscellaneous duties in order to ensure that the school is maintained as a healthy, safe and sanitary environment for the students, staff and general public.

SCOPE

The Commission scolaire francophone des Territoires du Nord-Ouest (CSFTNO) is the governing education body for French first-language education as legislated under the *Education Act*. The CSFTNO provides schooling for approximately 245 students in two schools. CSFTNO employs approximately 45 administrators, teachers, and support staff, and has an annual budget of over \$5 million.

The Superintendent and staff of the CSFTNO central office provide leadership, direction, and professional advice; educational, administrative, technical, and financial services; and support and assistance to school administrators and staff, stakeholders, members of the public, and particularly, students their families to ensure the delivery of quality educational programs and services. CSFTNO schools offer integrated language instruction for students in all grade levels.

The Custodian will be located at Ecole Allain St-Cyr in Yellowknife and will report to the school Principal. This position is required to clean and care for the facility and equipment of the school, and for ensuring that the school environment is maintained in a healthy, safe and sanitary manner.

Maintaining these responsibilities has a direct impact on the ability of students to have a successful learning experience and on the ability of teachers to provide instructions in a



positive learning environment. Maintaining a clean and orderly environment will also provide students and staff with a sense of pride in their school and models appropriate behaviour.

RESPONSIBILITIES

1. Clean and care for school facilities and equipment on a daily basis in order to ensure the school environment is maintained in a safe and healthy manner.

- Sweep, vacuum and mop floors
- Buff waxed floors every two weeks
- Dust and clean furniture, classrooms, offices, hallways and stairways
- Dust high areas, as needed (rotunda and hallway beams)
- Empty all waste baskets and garbage cans; place garbage in outside storage bin
- Every Friday, empty garbage can on playground
- Wash walls and windows (main entrance, back entrances and library doors)
- Clean and polish all stainless steel surfaces (doors, waste receptacles, etc.)
- Mop and disinfect washrooms, cleans wash basins, urinals and toilets
- Clean whiteboards
- Wipe marker off the walls, doors, hardwood and glass
- Perform and/or report minors maintenance repairs
- Report damages and acts of vandalism to the Principal
- Ensure that the doors are locked and lights are out
- Ensure the fire exits are kept clear of debris and snow

2. Clean and care for school facilities and equipment on a regular basis in order to ensure the school environment maintained in a safe and healthy manner.

- Sweep twice a week or as needed the sand from the walkway from the main entrance to the school bus zone
- Clean snow from doorways and walkways
- Clean the kitchen floor
- Wash and buff floors with floor polisher
- Wash entrance and exit floors
- Spot clean walls and toilet partitions
- Shampoo the carpets

3. Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of students, staff and public.

- Secure storage areas
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Notify the principal of the need to restock materials and supplies
- Notify the principal of the need for equipment repairs



4. Provide support to school staff.

- Move materials and supplies as required.

WORKING CONDITIONS

Physical Demands

The incumbent will spend the entire time at work standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture. The incumbent is required to operate floor polishers and waxers and to do a great deal of stretching and bending, often in awkward positions.

Environmental Conditions

The Custodian works on a daily basis with dangerous and toxic cleaning products, using accepted occupational health and safety protocols. In some cases products give off unpleasant odors. The incumbent also regularly has to clean up blood, saliva and other bodily fluids. The condition of washrooms and school areas often requires attention.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of, and/or the ability to acquire and apply knowledge of standard cleaning procedures, chemicals, products, and equipment.
- Knowledge of, and/or the ability to acquire and apply knowledge of the goals, objectives, and operations of the school as well as the local people and cultures of the community.
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products.
- Ability to acquire and maintain knowledge of cleaning procedures, chemicals, products, and equipment.
- Ability to read and understand labels and instructions, particularly in the use and application of cleaning chemicals and products.
- Ability to actively participate in the health and safety of themselves and others.
- Ability to act and correct and/or report obvious workplace health and safety concerns.
- Interpersonal skills and the ability to ensure professional and courteous service.
- Problem-solving, decision-making, and time management skills.
- Verbal and listening skills and the ability to ask questions to clarify what is expressed.

- Flexible, dependable and able to work independently.
- Ability to reflect on difficulties and work through situations with positive outlook.
- Possesses cultural awareness and sensitivity; able to work in a multicultural setting.
- Ability to maintain strict confidentiality and protection of privacy.
- Ensures respectful, open, honest, and professional working interactions.
- Ability to act as a role model for children.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

The completion of Grade 10 and six (6) months of related experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Possess or able to complete Workplace Hazardous Material Information System (WHMIS) within three (3) months of start date.

Position Security

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☒ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☒ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☒ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☒ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred