

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

Position Title: UNFC Custodian/Abinoojii Gamik	Date Created: November 2020
Job Class 3	Date Approved: November 25, 2020

TEAM: 0-6 Children's Programs

IMMEDIATE SUPERVISOR: Early Learning Program Lead or Designate

SUPERVISION: Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the Board of Directors of the United Native Friendship Centre and under the direct supervision of the Early Learning Program Lead or Designate.

PURPOSE OF POSITION: The UNFC Custodian will be responsible for the maintenance and upkeep of the United Native Friendship Centre's Abinoojii Gamik and its grounds. He/she will maintain a high standard of performance to provide the staff, children, families and community members with a safe, clean, and efficient environment in which to learn and work in.

QUALIFICATIONS:

- Grade 12 OSSD or equivalent
- 2-3 years custodial experience
- Strong communication and problem solving skills
- Ability to multi-task and establish priorities with attention to details
- Valid Driver's License and access to vehicle
- Current First Aid/CPR and WHMIS certification
- Provide a satisfactory Vulnerable Sector Check
- Knowledge and experience using cleaning supplies and equipment, operating grounds maintenance equipment, hand tools and performing minor maintenance.
- Ability to work independently, cooperatively, and responsibly with minimal supervision and within a team environment.

RESPONSIBILITIES: will include, but will not be limited to the following:

- Maintenance and cleaning of the UNFC Abinoojii Gamik facility and its grounds
- Assisting with maintaining the health and safety of the building and its grounds
- The use of proper personal protective equipment and following all health and safety guidelines while performing maintenance/cleaning duties/tasks
- Addressing and reporting any health and safety issues that are identified in an efficient and timely manner
- Responsible for the playground inspections (daily, monthly, annual) and any repairs or maintenance that has to be completed in order to be in compliance with health and safety regulations
- Ensure proper care in the use and maintenance of equipment and supplies; promote continuous improvement of workplace safety and environmental practices
- Technical knowledge of machinery for purpose of cleaning
- Team player that can be dependable and flexible with hours of work

Duties: will include, but will not be limited to the following:

- Perform general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms and restocking paper and soap supplies
- Perform routine maintenance to custodial equipment and supplies
- Perform landscaping duties such as mowing, weed eating, raking, etc. as seasonally required
- Perform in snow removal by shoveling, salting, or plowing as seasonally required
- Perform cleaning duties specific to the building and its areas/rooms and follow the cleaning schedules and complete cleaning checklists
- Perform minor repairs on plumbing, electrical, and HVAC equipment to support building operations and activities (i.e. clogged toilet, breaker resets, changing furnace filters, etc.) and will contact the appropriate tradespeople
- Empties trash receptacles, disposes of trash into dumpster and bags of trash for proper disposal
- Report needs and concerns to appropriate staff – immediate supervisor or designate
- Request, stock and refill consumables (toilet paper, garbage bags, hand towels, soap, etc.
- Completes work assignments professionally and efficiently
- Maintain a daily log book and track hours worked
- Willingness to maintain or upgrade professional skills
- Promote a safe and healthy work environment
- Other related duties as requested

CULTURAL AWARENESS: Sensitive & accepting to the culturally based activities, teaching and practices of the UNFC (i.e. Smudge, Drumming, Ceremonies etc.)

WORKING CONDITIONS: This position requires considerable physical activity and requires physical work; heavy lifting, pushing or pulling of objects up to 50 pounds. Physical work is a primary part of the job. The work environment involves some exposure to hazards or physical risks, which require following basic health and safety precautions.

EVALUATION: The position will be evaluated after completion of 3 and 6 month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the position as agreed upon by the Board of Directors and the Executive Director.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the United Native Friendship Centre's Child Care Centre.

Employee Name:		
Employee Signature:		Date: