

Position Title: UNFC Custodian (427 Mowat)	Date Created: August 22, 2019
Job Class 3	Date revised: October 2023

Immediate Supervisor: Human Resources Manager, Executive Director or Designate

Position Summary: The UNFC Custodian must maintain a high level of safety and confidentiality and is accountable to the United Native Friendship Centre policies, objectives and direction as determined by the UNFC Board of Directors and Executive Director.

Qualifications:

- Grade 12 OSSD or equivalent
- 2-3 years custodial experience
- Excellent comprehension of detailed instructions orally and written
- Strong communication and problem-solving skills
- Ability to multi-task and establish priorities with attention to details
- High level of Health & Safety Standards
- History of excellent work ethics and dependability
- Knowledge and experience using cleaning supplies and equipment, operating grounds maintenance equipment, hand tools and performing minor maintenance with some strenuous tasks with some heavy lifting involved.
- Ability to stand for long periods of time, bend and crouch
- Work efficiently to complete tasks while being detailed and effective
- Ability to work independently, cooperatively, and responsibly with minimal supervision and within a team environment
- Current First Aid/CPR
- Valid Driver's license and access to your own vehicle
- Satisfactory vulnerable sector check
- Knowledge of the Ojibwe language is an asset

Responsibilities:

- Responsible for the cleanliness of all 3 levels of 427 Mowat Avenue
- Ensure all aspects of the job are effective, efficient and adhere to all applicable laws and regulations
- Accountable for the quality and timelines of work commitments
- Apply logical reasoning and critical thinking when addressing and solving problems or situations to find appropriate solutions and outcomes
- Technical knowledge of machinery for purpose of cleaning
- Team player that can be dependable and flexible with hours of work
- Record and communicate of need for any equipment repairs
- Keep inventory of cleaning products and order, pick up, or have delivered as needed.
- Stock and refill products such as(toilet paper, garbage bags, hand towels, soap, etc.) for all areas of building.

Duties:

- Building sanitation – clean floors and collect garbage and or recycling daily
- Bathroom sanitizing – floors, garbage, toilets, sink and fixtures daily
- Vacuum offices and other carpets as needed
- Clean and disinfect lobby, stairways and public areas daily
- Disinfect hard surfaces, staircase and banisters daily
- Disinfect mop heads weekly
- Disinfect water coolers weekly
- Clean glass on doors and handles weekly
- 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

****Annual Floor waxing in some areas to be done during holidays or closed periods when there is no regular programing planned in those areas.***

Cultural awareness: Sensitive & accepting to the culturally based activities, teaching and practices of UNFC (ie: Smudge, Drumming, Ceremonies etc.)

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. In addition to these, regular formal assessment evaluations will be an ongoing process.

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.		
Employee Name:		
Employee Signature:		Date: