

TITLE: CARETAKER CUSTODIAN
DEPARTMENT: FACILITIES MAINTENANCE
DIVISION: PARKS, RECREATION & CULTURE
CATEGORY: UNION CUPE LOCAL 401
BAND: 1 (SUBJECT TO JOB EVALUATION)

GENERAL ACCOUNTABILITY

Reporting to the Facilities Maintenance Supervisor, this position is responsible for performing a variety of repetitive cleaning, minor building service tasks, following well established and easily learned procedures in or around public buildings. The character of the work may dictate various shift patterns.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Performs a variety of manual, laborious, and physically demanding tasks in the maintenance of Town facilities. Including but not limited to the following:
 - Maintains a high degree of cleanliness of various Town facilities.
 - Sweeps, mops, strips, waxes, buffs and polishes floors.
 - Vacuums floor coverings and upholstery. Dusts and cleans furniture.
 - Cleans rooms, washes walls, windows, and fixtures.
 - Collects and transfers garbage to larger containers.
 - Washes, rinses, dries and shelves glassware, china, cutlery, pots and pans.
 - Cleans staff rooms, office space, appliances and replenishes supplies.
 - Replaces light bulbs, cleans and/or replaces filters.
 - Cleans restrooms and replenishes supplies. Unstops sinks/toilets.
 - Sets up and restacks tables and chairs, portable stages, partitions, moves office furniture and equipment, and moves or disposes of materials and refuse as required.
 - Sets up and takes down equipment as required by user groups.
 - Opens and locks various Town facilities, prepares them for use by the public, and ensures security after use.
- Reports needs for repair or damage to supervisor.
- Responsible to document various goods and materials upon removal from inventory to ensure current supply levels are reflected accurately.
- Other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Completion of Grade 10 or equivalent and a minimum two (2) years' recent, relevant experience. An equivalent combination of education and experience may be considered.
2. Demonstrated knowledge of standard methods, materials, and equipment used in janitorial care.
3. Ability to obtain and maintain RCMP Enhanced Reliability Status security clearance.
4. Valid British Columbia Class 5 Drivers License.
5. Valid Workplace Hazardous Material Information System (WHMIS) certificate.
6. Demonstrated ability to carry out and learn varying manual and physically demanding duties in all weather conditions.
7. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
8. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.

9. Demonstrated initiative with specific direction; completing tasks by removing barriers and locating necessary resources.
10. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
11. Demonstrates valuing diversity.