

Vuntut Gwitchin Government

- A. Identification: Janitor
Department: Government Services
Supervisor: Property Manager
Date: August 2010
Status: Part time
Level: 2
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B. Job Summary:

Reporting to the Property Manager this position is responsible for providing janitorial services in the administration building, or community hall and youth centre.

C. Main Duties:

Provides janitorial services by:

- Mixing and using cleaning products as directed
- Cleaning areas as directed to levels of expectations
- Notifying supervisor when supplies need to be ordered, equipment to be repaired or purchased
- Reporting any damages to buildings or contents

D. Job Knowledge and Skills:

Education

- WHMIS Certificate
- Knowledge of appropriate custodial cleaning products and hazards
- Knowledge of safe equipment operation practices
- Knowledge of Health and Safety regulations and policies as pertains to job

Management Skills:

- Ability to assume responsibility and meet deadlines
- Ability to work effectively with minimal supervision

Specific Skills:

- Ability to operate vacuum cleaners, floor scrubbers/polishers, steam cleaners, carpet shampoo machines, various hand tools such as brooms, mops, etc.
- Ability to perform heavy custodial tasks (e.g. washing walls, stripping and waxing floors)
- Ability to transfer WHMIS training into actual practice

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures and light.

- Ability to communicate effectively with co-workers and community members

E. Decision Making:

Decision-making is required as to sequence of completing tasks, and determining when to consult with supervisor about a problem.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, and adherence to policies and procedures. Efficient delivery of these services is important to the well being of government staff, community members and visitors.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Information exchange. Receiving direction.	Daily

H. Positions Supervised: 0

I. Working Conditions:

This position is located in the administrative building, or the community hall or youth centre.

Spiritual:

Being respectful of traditional beliefs and practices

Physical:

Works with chemically based products, requires bending, reaching and spending significant time on one's feet
Heavy lifting, and repetitive movements with heavy bulky items

Mental:

Working during early evenings and on Sundays

Emotional:

Dealing regularly with co-workers who are under personal stress, or have varying social values

J: Conditions of Employment

Willingness to follow policies and procedures as detailed in personnel and administrative manuals

SIGNATURES Supervisor:

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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