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Custodian Job Description

Department: Housing & Support Services
Branch: Maintenance & Custodial
Location: 601 East Hastings, Vancouver
Reports to: Assistant Manager, Maintenance and Custodial Services

Job Summary:

The Custodian is responsible for maintaining the cleanliness of UGM's 601 E. Hastings facility and Maurice McElrea Place.

Main Duties and Responsibilities:

Custodial Responsibilities*

- Provide scheduled custodial services throughout the buildings public areas and offices.
- Clean and disinfect all laundry rooms and public bathrooms. Ensure all bathrooms and laundry rooms are properly stocked daily, and up to cleanliness code.
- Vacuum all public carpeted areas.
- Sweep, mop, scrub and wash all hallways, floors and stairs without carpet.
- Clean all interior glass surfaces, wood surfaces, walls and cabinetry. Clean scuff marks on walls.
- Empty all trash bins and other waste containers. Empty all recycle bins.
- Clean offices and reception area (vacuum, dust, de-garbage).

*These responsibilities only apply to the building's public areas, and not the interior of tenants' private suites. Tenant suites are only cleaned when there is a change of tenant.

Other Responsibilities

- Maintain awareness of potential security concerns and report these to Supervisor.
- Report maintenance issues to Supervisor.
- Report pest problems promptly to Supervisor.
- Report all safety and health concerns to Supervisor.
- Work with other Custodians and Janitors to clean snow and ice from walkways and parking areas.
- Maintain a positive, productive and professional relationship with tenants, guests and employees.
- Be knowledgeable and maintain compliance with policies and procedures of the operations of 601 E. Hastings facility.
- Participate in staff meetings, training and development opportunities.
- Perform other related duties as required or assigned by Supervisor.

General

- Adhere to all UGM published policies, practices and procedures, including Occupational Health and Safety.

Knowledge, Skills and Abilities:

- 2 – 5 years custodial experience.
- 2 years building maintenance experience.
- Other combinations of lived experience and education may be considered.

- Must be able to lift 50lbs and be in good physical condition.
- WHMIS training an asset.
- Basic English skills (verbal, reading and writing).

Behavioural Competencies:

- **Adaptability/Flexibility (Level 1)**
Adjust approach to meet needs of changing conditions, situations, and people to work effectively in difficult or ambiguous situations.
- **Continuous Learning (Level 1)**
Identify and pursue opportunities to enhance professional performance and development in effective program delivery and excellent service.
- **Delivering Results (Level 1)**
Remain self-motivated and focused until the best possible results are achieved, with passion and persistence despite obstacles, resistance, and setbacks.
- **Self-Management (Level 1)**
Manage emotions and strong feelings while maintaining a calm and tactful demeanor under a broad range of challenging circumstances.
- **Teamwork and Cooperation (Level 1)**
Work collaboratively and productively across the organization to achieve common goals, while demonstrating respect, cooperation, collaboration, and consensus-building.

Working Conditions:

- **Work Location**
Work is generally performed indoors, with up to 10% of the time spent outdoors in all types of weather.
- **Physical Requirements**
Duties require extended periods of standing and/ or walking. Duties require occasional periods of climbing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling.
- **Work Conditions**
Working environment is generally favorable. Lighting and temperature are adequate. Work is performed amid normal conditions of dust, odors, fumes, and noises. Occasional environmental exposures to cold, heat, and water.
- **Hours of Work**
On-call work is required. Some weekend or evening work may be required. Moderate overtime may be required. Work is performed during the afternoon and evening. Work is performed at night. Will be required to report to different locations as operational needs demand.
- **Hazards**
Job requires working with chemicals.
- **Other**
Due to the nature of the job, and our commitment to a safe environment, the candidate is subject to a criminal record check. The Custodian will work 37.5 hours per week. Caretakers, janitorial, custodial and maintenance staff are to wear a uniform consisting of dark blue long cotton pants, and long or short sleeved cotton button shirt in light blue or gray.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

Employee’s Signature: _____

Name: _____ **Date:** _____

Supervisor's Signature: _____

Name: _____ **Date:** _____