

## **Tłchq Government Job Description**

**Job Title:** Custodian

**Department:** Healing and Community Wellness

**Reports To:** Office Manager/Administrative Assistant

**Location:** Behchokò

**Job Status:** Part-time, permanent

**Updated:** June 5, 2024

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### **Purpose**

The Custodian is responsible for performing custodial services, minor maintenances and other related duties as required, and is accountable to maintain Tłchq Wellness Centre's offices, equipment and facilities in a healthy, safe, sanitary and functional manner.

### **Scope**

The Custodian cleans and cares for Tłchq Wellness Centre's offices, equipment and facilities to ensure they are maintained in a healthy, safe, sanitary and functional manner; maintains safe storage areas for cleaning equipment, supplies and products to ensure the safety of staff and public, reports to the Office Manager/Administrative Assistant and must follow applicable Tłchq Government Administrative Policy and Procedure.

### **Duties and Responsibilities**

The Custodian's roles, duties and responsibilities include:

- 1) Cleans and cares for Tłchq Wellness Centre's offices, equipment and facilities, to ensure they are maintained in a healthy, safe, sanitary and functional manner
  - Clean offices, boardrooms and facilities
  - clean floors, sweep, mop and vacuum
  - Dust furnitures and fixtures as required
  - Clean and disinfect washroom floors, toilets, hand dryers, fixtures
  - Re-supply Kleenex, paper towels and hand soap as needed
  - Empty waste baskets and garbage cans
  - Place garbage in outside storage bin
  - Keep outside area near exit and entrance clear
  - Wipe marks from walls, doors, fixtures, glass and mirror
  - Perform and/or report minor repairs to equipment
  - Clean kitchen area sinks and counters
  - Report damages and acts of vandalism

- Wash and buff floors with floor polisher
  - Spot clean walls and toilet partitions
- 2) Maintain storage areas for cleaning equipment, supplies and products and re-stocking in safe storage to ensure the safety of staff and public
- Ensure Secure storage areas with a lock and key
  - Safely store cleaning equipment, supplies and products
  - Maintain and restock cleaning supplies and products
  - Report need for equipment repairs and purchases to supervisor
- 3) Perform other related duties as required

### **Supervisory Responsibilities**

The Custodian has no supervisory responsibilities, reports to and takes direction from the Office Manager/Administrative Assistant, and must follow applicable Tłchq Government Administrative Policy and Procedure.

### **Training, Experience and Skills**

The Custodian is expected to have the following training, work experience and skills;

- Knowledge of the Workplace Hazardous Materials Information System (WHMIS), cleaning procedures, supplies, products and equipment
- Related work experience is preferred
- Ability to read cleaning supplies labels and instructions
- Ability to work under minimal supervision, multi task and solve issues
- Ability to work in a team, on own and in cross culture environment
- Ability to lift and carry 10-20 lbs and safely storage items
- Familiarity with the Tłchq language, culture and way of life
- Ability to use the English and Tłchq languages is an asset

### **Working Conditions and Effort**

The Custodian is expected to demonstrate these abilities:

Physical Demands:

- Ability to lift, carry and handle 10-20 pounds items
- Ability to be on feet and stand for duration of work

Sensory Demands

- Ability to work with and around chemical products

### Certification

Dated this _____ day of _____, 20__	
_____ Employee's Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature      Date	_____ Supervisor's Title
_____ Supervisor's Signature	
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.