
Custodian

Summary

The Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that the facility is maintained in a healthy, safe and sanitary manner. The incumbent will be responsible for cleaning assigned areas by washing furnishings, floors and equipment with special cleaning solutions and disinfectants to prevent the spread of disease and to ensure a clean environment throughout the facility. This position requires Health Canada security clearance.

Job Description

- Clean rooms ensuring proper disinfectant procedures are followed
- Clean common areas including waiting rooms, bathrooms, lobbies, office areas, etc.
- Remove trash ensuring hazardous items are disposed of properly
- Wash and buff floors with floor polisher
- Vacuum all carpeted areas
- Dust all furniture and fixtures
- Replenish toilet tissue and soap as needed
- Maintain outside grounds – remove snow, ice, and debris, spray and remove weeds, sweep and clean gutters
- Report damages and acts of vandalism
- Secure storage areas
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Maintain an adequate supply of cleaning materials and supplies
- Restock materials and supplies as needed
- Any other duties as assigned

Qualifications

- High school diploma or equivalent required
- One (1) year of previous custodial/janitorial experience
- Highly motivated and able to work independently
- Must be able to schedule and prioritize work for self, assistant and custodial helpers
- Ability to comprehend and communicate detailed instructions orally and in writing
- Ability to multi-task and establish priorities
- Strong attention to detail
- First Aid skills and/or certificates are considered assets