

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	Custodian, Skawkwunlee Daycare Cleaner (Covid-19)
<u>Department:</u>	Property Services
<u>Supervisor:</u>	Property Manager
<u>Date:</u>	August 21, 2020
<u>Wage Level:</u>	3A
<u>Status:</u>	Term, Full Time

A. **Job Summary:**

Reporting to the Property Manager, the Skawkwunlee Daycare Cleaner is required to assist in maintaining the Champagne and Aishihik Daycare, located in the Language Hub in Haines Junction, in accordance with standards established by the CAFN and the Yukon Government. This custodian position has additional cleaning requirements by YG to ensure “Enhanced Measures During the COVI D – 19 Pandemic” are being implemented.

B. **Main Duties:**

1) Performs a variety of light cleaning duties and sanitizing in public areas, halls, entrance ways, washrooms and other areas throughout the CAFN Daycare, using a variety of aids, tools or power operated equipment by:

• **Daily:**

Sanitize toys and playpen
All floors vacuumed and mopped (with germicidal detergent)
Disinfect all surfaces – shelves, counters etc.
Clean washrooms
Wipe down door handles and light switches
Clean windows between rooms
Wipe down the cubbies (boot room)

• **Nightly:**

Emptying all garbage containers.
Clean and bleach all counters, tables and highchairs
Replacing all plastic liners in waste containers.
Securing all doors and windows.
Ensuring that no materials or debris are blocking exits.

• **Weekly** (or more often as required):

Clean the chairs and chair legs
Vacuum little couches
Wipe down (in and out) and sanitize garbage cans
Clean appliances including Fridge, Stove and Microwaves
Washing windows and blinds inside and out; dusting and cleaning window sills as required.
Dusting and washing all walls; clean lighting fixtures.
Wash laundry

- Monthly (or more often as required):
Shampoo/steam clean carpets.
Dust and wash windows and shelves.
Clean cupboards, boot room, mats, oven and fridge, including behind appliances.

- 2) Ensure “Enhanced Measures During COVID-19 Pandemic” are being implemented by:
 - Greet children at the door and escort them to the washroom to ensure their hands are washed
 - Clean/disinfect all touch surfaces regularly throughout the day
 - Washing, disinfecting and bleaching toys and books, etc. as required throughout the day
 - Assist children with hand washing with soap and water for at least 20 seconds (when arriving, before leaving, eating and drinking, after sneezing or coughing into hands, after playing outside, etc.)
 - Assist other daycare staff to encourage children to maintain physical distancing and minimize contact

C) **Job Knowledge and Skills**

Education and Experience:

Grade 10 completion and knowledge of janitorial functions for cleaning. Previous relevant work/volunteer experience.

Job Knowledge:

Knowledge of use of custodial equipment
Ability to perform heavy cleaning duties i.e. washing
Knowledge of Yukon specific Covid-19 sanitation requirements as outlined by YG
Be able to work independently without supervision
Be reliable and punctual
Be able to work evenings
Ability to read and to follow oral and written directions

Management Skills:

Ability to place a supplies order in a timely manner.
Organizational skills.

Interpersonal Skills:

Proven interpersonal skills in working with young children
Proven ability to act as a positive role model for young children
Ability to work effectively as part of a team
Good communication skills both oral and written
Ability to be flexible and work with minimal supervision
Must have sound judgment, personal initiative, and be energetic, courteous and reliable

D) **Decision Making:**

- 1) The Property Manager specifically assigns all work in coordination with the Daycare Manager. The employee must be responsible enough to recognize areas where additional work must be undertaken to ensure the building is kept clean and make recommendations to the Property Services Administrator.

E) **Impact/Accountability:**

This position includes a requirement for the Yukon Public Health re-opening plan submitted by CAFN. The cleanliness of the daycare, the equipment, surfaces and toys are crucial to help the prevention of

spreading/contracting Corona Virus. Hand washing and physical/social distancing are to be practiced.

F) **Positions Supervised:**

None

G) **Working Conditions:**

This position is exposed to physical effort and the use of cleaning chemicals. The position requires heavy lifting of garbage and boxes of supplies, usually between 25 – 40 lbs. on a daily basis. Other physical effort includes vacuuming, sweeping, mopping, and polishing.

Safety Considerations:

1. long sleeved shirt
2. full length pants
3. wear socks
4. wear rubber gloves
5. always read labels
6. Secure building, do a walk around before shift and lock all doors & windows.

H) **Conditions of Employment**

- A valid Yukon Class 5 driver's license.
 - Criminal Records Check (Vulnerable Sector)
 - Immunization Status Report
 - Medical/Doctor's Note stating "physically fit for work"
 - TB Screening
 - Valid First Aid Certificate or willing to obtain
 - Willingness to work evenings and/or weekends, as required
 - Mandatory confidentiality is a condition of employment for all CAFN personnel
 - All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.
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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

HR Director

Date

Senior Director, Government Services

Date

Director, Property Services

Date

Employee

Date