

CHAMPAGNE AISHIHIK FIRST NATION

**Identification:** Custodian, CAFN Community Buildings  
**Department:** Property Services  
**Supervisor:** Property Manager  
**Date:** August 21, 2020  
**Wage Level:** 2A  
**Status:** Term, Part Time

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A. **Job Summary:**

Reporting to the Property Manager, the custodian is required to maintain the cleanliness of the CAFN Community Buildings in accordance with cleaning standards established by CAFN. This position requires flexibility in hours of work and will have to accommodate the needs and requirements of the building occupants. Community Buildings include, but are not limited to Mun Ku, Youth Centre, Community Halls and Diamond Willow apartments.

B. **Main Duties:**

Performs a regularly scheduled cleaning and disinfecting duties in public areas, halls, entrance ways, washrooms and other areas throughout the CAFN Community Building, as assigned by the Property Manager, using a variety of aids, tools or power operated equipment by:

- Regularly cleaning & disinfecting surfaces commonly touched throughout the common areas of the building (door handles, light switches, etc.).
- Vacuuming any carpeted areas.
- Sweeping and mopping with germicidal detergent all vinyl and ceramic floors and stairs as required.
- Emptying and cleaning all garbage containers.
- Ensuring that no materials or debris are blocking exits.
- Report any damages and areas requiring repairs.
- Thorough weekly and monthly cleaning, as assigned.
- Maintain inventory of cleaning supplies.

Each building will have a specific list of daily, weekly and monthly duties provide by the Property Manager.

C. **Job Knowledge and Skills Required:**

**Education and Experience:**

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

**Licences/Certificates Required:**

Workplace Hazardous Materials Information System (WHMIS)

**Job Knowledge:**

Knowledge of use of custodial equipment  
Ability to perform heavy cleaning duties i.e. washing, waxing  
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 direction

**Management Skills:**

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

**Interpersonal Skills:**

Ability to be flexible and work with minimal supervision  
Must have sound judgment, personal initiative, and be energetic, courteous and reliable

D. **Decision Making:**

The Property Services Manager specifically assign all work. 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 Manager.

E. **Impact/Accountability:**

The work of this position has a direct impact on public face of CAFN, because the community halls are used by Citizens, staff, leadership and the general public. The cleanliness of the Community Halls are crucial to help the prevention of spreading/contracting Corona Virus.

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:**

- Criminal Record Check.

- 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.

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HR Director

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Date

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Senior Director, Government Services

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Date

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Director, Property Services

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Date

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Employee

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Date