



# FORT GARRY COMMUNITY CENTRE

## CUSTODIAN

### DRAFT Job Description – June 2018

#### *POSITION SUMMARY*

- Reporting to the General Manager, the Custodian is part of a team committed to providing exceptional service and to maintaining the facilities/grounds at the highest quality.
- Responsible for the cleaning and minor maintenance of all facilities and grounds managed by FGCC
- Responsibilities may require shifts covering daytime, evening and weekend hours
- Physically strenuous position that requires lifting up to 50lbs., carrying, and management of equipment and supplies

#### *SKILL REQUIRMENTS*

- Experience, knowledge and ability to clean and maintain high traffic, public use facilities, grounds and equipment using standard commercial cleaning techniques and processes
- Experience and knowledge of safe handling and storage of cleaning supplies and equipment
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Time management skills
- Ability to work within a team environment and with minimal supervision; take initiative

#### *RESPONSIBILITIES*

- Responsible for the day to day cleaning and minor maintenance of the Centre's facilities and grounds
- Provide feedback and recommendations to the General Manager regarding the cleaning and maintenance of the facilities
- Effectively communicate general information to the public
- Respond to the needs of various users and groups
- Secure the facilities at the end of shift
- Accept user complaints and questions and forward to the General Manager
- Perform custodial responsibilities and miscellaneous job-related duties as directed by the General Manager
- Snow removal from all pathways and entranceways
- Maintain ice-free entranceways to all buildings
- Collect loose garbage and recyclables throughout the grounds and place in appropriate containers
- Manage and maintain garbage and recycling containers
- Ensure all cleaning equipment and supplies are operated and stored in a safe and responsible manner
- Ensure the Centre's assets are adequately safeguarded from loss
- Report records of maintenance to the General Manager
- Report all safety issues and damages to property and equipment to the General Manager

#### *EXPECTATIONS*

- Because of the changing nature of work and work to be done, the job description indicates the general nature and level of work expected. The Custodian may be asked to perform other duties as required.