



POSITION TITLE:	Custodian - East Hants Sportsplex
REVISION DATE:	July 2024
REPORTS TO:	Building Maintenance Coordinator
POSITION SUMMARY:	The Custodian performs cleaning and minor maintenance functions at the East Hants Sportsplex.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Cleaning and Maintenance (85%)

- 1.1. **Cleaning Duties** - sweeping, wet/dry mopping, dusting, vacuuming, cleaning/sanitizing washrooms, stripping, waxing and polishing floors, washing walls/windows/ fixtures, and other cleaning duties such as waste/garbage removal and snow removal.
- 1.2. **Safety** - Responsible for the safe operation of cleaning chemicals, and equipment.

2. Additional Duties (15%)

- 2.1. **Administrative Duties** - Preparation of work reports, log books, timesheets, and workplace field risk assessments.
- 2.2. **Communication** - Communicate with the general public as required.
- 2.3. **Emergency Response** - Be familiar with emergency procedures for the facilities and assist in the event of an emergency.
- 2.4. **Opening/Closing** - Open/close the facilities as per established procedures.
- 2.5. **Other Duties** - Performs other duties and responsibilities as required.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Grade 12 education or equivalent.
- Related experience in cleaning methods, solutions, equipment, and procedures used in the care of large buildings.
- Current WHMIS, CPR/First Aid certification, Biohazard or ability to successfully complete.
- Clean Criminal Records Check and Child Abuse Registry Check.

Knowledge, Skills, Abilities

- Operation of equipment and tools.
- Work environment may include industry acceptable levels of dust, fumes, noise, etc.
- Proficiency of custodial work in children-oriented and vulnerable population environments.
- Heavy lifting may be required.
- Ability to work independently.

Working Environment

- This position requires irregular schedules with evening and week end work.
- Work hours vary from 6am-12am.
- This position qualifies for overtime pay.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee's Signature</i>	<i>Employee's Name (print)</i>	<i>Date:</i>
<i>Supervisor's Signature</i>	<i>Supervisor's Name (print)</i>	<i>Date:</i>
<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>