

## Position Description



**CONCORDIA**  
University College of Alberta

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### Job Identification

Title: Custodian

Department: Custodial Services

Supervisor: Director, Custodial Services

Load Weight: One-Year Contract, Full-time

### Appointment:

- Recommended by the Director of Custodial Services
- Nominated by the President
- Appointed by the Board of Regents

### Position Summary

Reporting to the Director of Custodial Services; provides a comprehensive cleaning and housekeeping service to maintain an excellent standard of sanitation and appearance of the Concordia campus.

### Qualifications

- Good communication and interpersonal skills in dealing with faculty, staff & students;
- Must pass EPS security clearance;
- Have a working knowledge of cleaning methods, materials and a commitment to getting the job done properly;
- Must be able to work alone and as a member of a team, unsupervised;
- Be willing to change shifts if necessary;
- Have the strength to lift 20 pound garbage bags and use cleaning machines.

### Responsibilities/Activities

(70%) Cleans a designated area ensuring a hygienic environment by:

- Removing garbage and recycle material
- Dusting surfaces; classroom, office, computers, etc
- Vacuuming carpet and mats
- Dry and wet mopping floors
- Bathroom cleaning
- Removing graffiti and dirt from lockers, desks, tables, chairs and various surfaces
- Cleaning the inside and outside of windows
- Auto scrubbing floors

(20%) Maintains the professional appearance of an area by:

- Dusting black and white boards and supplying chalk
- Tidying the classroom furniture; desks, chairs, garbage bins, etc
- Strip, wax or burnishing floors using floor machines
- Deep carpet cleaning and stain removal
- Positioning floor mats to provide optimum cleaning and orderly presentation
- Removing unauthorized or incorrectly positioned notices

(5%) Stocks an adequate level of janitorial supplies in the best location by:

- Advising the supervisor when stocks are low in the janitorial or storage rooms
- Delivering supplies to the janitor closets and storage rooms in a timely fashion
- Checking and filling bathroom dispensers with soap, sanitary products, hand towel and toilet paper
- Maintaining appropriate supplies on the janitor carts

(5%) Assists the Concordia campus by:

- Concentrated cleaning in preparation for special events
- Providing First Aid to those in need if currently certified
- Advising plant operations or the supervisor of required maintenance
- Notifying security of suspicious activity
- Maintaining a secure environment
- Assisting with the setup and take down of events as required
- Other duties as assigned