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| Approved By: | <i>Bruce Day</i> |
| Date Approved: | <i>March 2019</i> |
| Reviewed: | |

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| Job Title | <i>Custodian</i> |
| Reports To | <i>Building & Security Manager</i> |
| Work Setting | <i>Temporary Part Time Contract for 6 weeks from April 1, 2019 to May 10, 2019, with possibility of extension to May 24, 2019. Monday to Friday as assigned, to a total of 34 hours per week; subject to occasional weekend shifts.</i> |
| Remuneration | <i>\$17.30 per hour (effective as of March 30, 2019) This is a unionized position - CUPE 410, pay grade 2</i> |

Key Responsibility

Responsible for the performance of routine and special custodial duties in the Art Gallery of Greater Victoria and associated facilities and grounds as assigned. Work is performed in accordance with instructions and schedules provided, with results regularly inspected. Provide excellent customer service to a wide variety of internal and external customers.

Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Sweep, mop, vacuum, wax and buff various types of floor surfaces.
- Clean and maintain all art galleries, meeting rooms, classrooms, hallways, lobbies, lounges, restrooms, offices, stairwells and other public and work areas.
- Clean washroom floors, ceiling surfaces, walls, and fixtures. Replenish washroom soap, paper and vending products.
- Set up audio-visual equipment, tables, and chairs for meetings, conferences, banquets, and receptions according to written or verbal instructions.
- Maintain a clean, sanitary, and safe work environment throughout the facility.
- Remove garbage and recycling.
- Use and maintain a variety of cleaning and maintenance machines, tools and equipment.
- Wash windows, clean furniture, dust windowsills and ledges and clean fixtures.

- Maintain building entrances according to conditions by removing snow and ice, applying salt, and removing debris.
- Replace light bulbs in all public and work areas.
- Participate in any training necessary to accommodate changes in operation which directly affects regular assigned duties.
- Assist patrons in a variety of customer service areas including providing directions and information about the Art Gallery of Greater Victoria.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE REQUIRED:

- One-year custodial experience.
- High school diploma, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

OTHER SKILLS AND ABILITIES REQUIRED:

- Excellent communication, customer service and interpersonal skills.
- Demonstrated ability to follow instructions and perform work with minimum supervision.
- Demonstrated ability to work harmoniously with customers, students and staff in varying situations and in all areas when assigned.
- Demonstrated ability to maintain a clean and safe facility.
- Demonstrated ability to perform general maintenance tasks.
- Possess a valid British Columbia driver's license.
- Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups and staff.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to complete routine reports.
- Ability to effectively present information in one-on-one situations to customers or employees.
- Ability to solve practical problems and deal with a variety of problems in standardized situations.
- Ability to interpret a variety of instructions furnished in written or oral form.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must frequently lift and/or move up to 100 pounds. While performing the duties of this job, the employee may frequently be exposed to wet, humid conditions (weather). The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and control the work of the custodian

under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.