



# Custodian

**Job Site:** Samaritan House

**Effective:** Monday, July 14, 2008

**Revised:** August 11, 2009

**Reports to:** Samaritan House Manager

### Hourly Wage Rate:

Classification		April 1, 2008
Custodian	Step 1	\$12.36
	Step 2	\$13.08
	Step 3	\$13.81
	Step 4	\$14.54

Step 1	0 - 2000 hours worked
Step 2	2001 - 4000 hours worked
Step 3	4001 - 6000 hours worked
Step 4	6001 hours worked or more
Hours worked includes:	
1.	Hours worked in a classification by the employee,
2.	Hours of paid vacation,
3.	Paid holidays,
4.	Paid union leave up to twenty (20) days per calendar year.

**Function:** The Custodian maintains a clean, safe, and secure environment in Samaritan House through regular cleaning, sanitation, monitoring, and routine maintenance.

### Qualifications:

#### Education:

1. First aid level 1
2. Foodsafe

#### Skills and Knowledge:

1. Proclivity to tidiness
2. Familiar with basic infectious disease control protocols.
3. Enjoys supporting health and well being through custodial care.
4. Thorough, methodical work habits with attention to detail.
5. Aptitude for maintaining mechanical systems and equipment.
6. Able to perform basic maintenance such as painting, plumbing (replacing washers, unplugging toilets, clearing plugged sinks) and security systems.
7. Willing to learn and perform methods designed to protect public health (i.e. sanitation), basic environmental engineering, and protocols for handling hazardous cleaning products.
8. Familiar with cleaning equipment, chemicals cleansers, and "green" alternative where appropriate.
9. Adept and able to use safety measures including gloves, masks, and the practices necessary when dealing with concentrated cleaning products and bio hazards.



10. Communicates well verbally and in writing.
11. Proficient at time management and organization including the ability to schedule maintenance and cleaning around the activities of a high use building.
12. Able to work without supervision on routine cleaning and maintenance tasks and to also relate to and work with the program team.
13. Ability to maintain calm demeanor when faced with challenging behaviors
14. Knowledge of street culture an asset
15. Strong and healthy boundaries an asset

**Requirements:**

1. Required to work with a high degree of physical activity throughout the day.
2. Required to maintain confidentiality and insure security systems and privacy.
3. Because Samaritan House is a female-only emergency Shelter, female applicants with the qualifying skills and education will be given priority in hiring.
4. Must pass criminal records check, take the New Media Learning On-Line Training courses entitled Preventing Sexual Harassment and Preventing Employment Discrimination, and sign and comply with the following:
  - ICCS confidentiality pledge
  - ICCS professional conduct agreement
  - ICCS acknowledgement of policies
5. Attendance at monthly staff meetings and participation in program reviews is required.
6. Membership in BCGEU (union) is mandatory for all employees who complete 30 days of probation.

**Duties:**

Cleaning - Clean all parts of the building and it's associated systems, including floors, walls, windows, doors, washrooms, and furniture to ensure hygiene and maintain infection control standards.

**Main Activities:**

1. Cleaning - offices, dorms, dining area and hallways:
  - a. Mop vinyl and concrete floor areas with sanitizing agent
  - b. Vacuum all carpeted areas
  - c. Dust all furniture and fixtures as required
  - d. Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures
  - e. Wash and disinfect showers and bathtubs
  - f. Clean all mirrors
  - g. Spot clean walls and toilet partitions
  - h. Replenish toilet tissue and soap as needed
  - i. Empty all waste baskets and garbage cans
  - j. Empty outside ashtrays
  - k. Clean entrance and exits including glass, doors, and hardware
  - l. Wash all finger marks from walls, doors, hardware and glass
2. Garbage Removal - Place garbage in outside storage bin (dumpster)
3. Entry and egress maintenance - Keep outside area near exit and entrance clear of snow, cans, paper, etc.
4. Repairs - Perform minor repairs to doors, windows, heating and cooling systems, lighting and security systems, window coverings, and office equipment.



- a. Keep an up to date list of society authorized repair and maintenance companies in the following areas: plumbing, heating, electrical, kitchen appliances, alarm and security, structural repairs, flooring, and yard maintenance.
- b. Call repair companies for all necessary maintenance according to the yearly.<sup>ii</sup>
- 5. Maintenance - Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and clients.
- 6. Security – Monitor and report malfunctions in security systems including locks and electrical surveillance, cameras, gates, etc.
  - a. Test security systems and report malfunctions
  - b. Report equipment failures, and note equipment that is wearing out
- 7. Supplies
  - a. Ensure cleaning materials and supplies are stored in a safe and orderly manner
  - b. Maintain an adequate supply of cleaning materials and supplies
  - c. Restock materials and supplies
- 8. Sets up community room for programs and events
- 9. Report damages and acts of vandalism
- 10. Reporting
  - a. Maintain a record of weekly cleaning
  - b. Maintain a record of weekly repairs, damage to property, vandalism, and equipment failure
- 11. Perform other related duties as required

Approved by:

Richard Powell  
Policy and Publications Officer

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<sup>i</sup> Environmental engineers apply scientific methods to analyze and improve environments used by humans; usually residential, educational, or work environments. Improvements are made to water and air controls, recycling routines and systems, waste disposal procedures, as well as sanitation and cleaning methods. In the context of Samaritan House the term “environmental engineering” is used to convey the need for a professional, scientific approach to cleaning and maintenance duties. The goal is to have a safe and clean environment for clients and employees while at the same time minimizing any harmful effects from cleaning products and systems used to maintain the building.

<sup>ii</sup> 2008 Maintenance Budget is:

- Exterior Building Maintenance	1,000.00
- Grounds Maintenance	500.00
- Pest Control	800.00
- Fire System	200.00
- Heating and Ventilation System	500.00
- Other Interior Maintenance	3,000.00
Annual Total:	6,000.00