



SOUTHEAST COLLEGE

JOB DESCRIPTION

Title: Custodian/Maintenance Assistant

Incumbent: _____

Department: Maintenance

Date: September 01, 2018

JUSTIFICATION

*(Describe briefly the reason for this position's existence. Say **why** this position is part of the organization.)*

- < To provide a clean environment for staff and students
- < To provide assistance to the Maintenance Person
- < To be able to do minor repairs to the facility

APPROVAL

Employee

Date

Director/Principal

Date

Director of Operations

Date

MAIN RESPONSIBILITIES

*(List and describe, in order of importance, the **main functions or responsibilities** of the position and its expected **results**.)*

- Remove all garbage and recycling to appropriate bins for disposal
- To sweep, mop and shine all floors as required
- To clean all school bathrooms on the off nights of the janitor service and during the summer months
- To stock all bathrooms with appropriate supplies as need for each day on off days of janitorial services
- Remove Graffiti as required
- To clean tops of vending machines and move all books to the school
- To ensure all maintenance doors are locked and secured before leaving
- To clean all windows as required
- Patch and repair and paint drywall
- Light plumbing and repair
- Able to work at heights in access of 30ft
- Roof work at heights
- Grounds Keeper work, including grass cutting and trimming as required.

Other related duties

- Communication via log book

PROFESSIONAL RELATIONSHIPS

*(Describe situations or areas in which the incumbent must consult and/or collaborate with other people **inside or outside** the company. Note any committees of which he is a member.)*

- All Staff at the College and its visitors
 - Ensure full support/co-ordination of activities with SERDC
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MAIN CHALLENGE OF THIS POSITION

(Describe the main challenge the incumbent faces that makes objectives difficult to achieve.)

To work within the constraints of having staff and students inside the building during cleaning. To alert Supervisory staff if assistance is required to remove students to allow for cleaning.

WORKING CONDITIONS

*(Describe any hazardous or unpleasant conditions **inherent** in this position. They could be related to the physical or psychological environment, or to the physical or sensory effort required in the job.)*

Physical Effort	Normal environment
Physical Environment	Excessive environment
Sensory Attention	Normal environment
Mental Stress	Normal environment

QUALIFICATIONS (for information only)

(Indicate education, specialized training and special abilities required for this position.)

Minimum 5 years of custodial experience
Knowledge of cleaning products