

POSITION SUMMARY

Under supervision of the Facilities Manager, this position involves the maintenance and caretaking of assigned buildings and grounds. The main function of this position is to provide general cleaning for the College equipment, classrooms, offices, washrooms, kitchens, and common areas.

LEVEL 2**LOCATION** Estevan/Weyburn**SCOPE OF WORK**

1. Division: Corporate Services
2. Function: Field Staff
3. Supervisor: Facilities Manager
4. Direct Reports: None
5. Budget Responsibility: None

RESPONSIBILITIES

The Building Services Worker will:

- Provide cleaning & maintenance duties, including, but not limited to dusting, cleaning and washing floors, walls, windows, waxing floors, cleaning furniture, display cabinets, appliances, and computers, disposing of garbage, cleaning and disinfecting washrooms, cleaning and setting up equipment
- Follow a detailed cleaning schedule with a minimum of disturbance or inconvenience to staff and students
- Ensure sidewalks are clean and clear of all snow and ice and grass is mowed, as needed
- Ensure that all security measures of the College are observed and that all windows and doors are securely closed and locked where locking devices are provided
- Report maintenance problems and inventory needs to supervisor in a timely fashion
- Other duties as assigned

QUALIFICATIONS**Knowledge and Skills**

- The successful candidate will have knowledge of and experience in use of computer technology

Education and Experience

- The minimum qualifications required to perform the functions of this position is the completion of grade 12 or equivalent, and less than one year experience. This experience would typically provide skills in both communication and the ability to work independently and janitorial experience is preferred

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