

SELKIRK DEVELOPMENT CORPORATION

JOB DESCRIPTION

Store Maintenance Custodian – Pelly Store

The Store Maintenance Custodian, reporting to the Store Manager, maintains the safe and efficient operation of equipment within the facility and adjacent buildings and provides custodial services to ensure the facility is presentable to the public.

RESPONSIBILITIES:

Maintenance:

1. Provides a variety of preventative maintenance functions on heating systems, water, sewage, fire and security systems using a variety of tools and equipment by:

- Performing preventative maintenance by doing minor carpentry, plumbing and electrical work;
- Ensuring heating system is functioning properly by daily checks at all times;
- Checking regularly for water leaks under buildings
- Maintaining walkways, steps and landings by sweeping and/or snow removal;
- Planning and carrying out preventative maintenance schedule including maintaining logs on function checks and repairs required;
- Working with the Store Manager to forecast budgetary requirements, equipment and human resources required for more extensive repair jobs;
- Requisitioning purchases required for the budgeted expenditures of maintenance and custodial needs;
- Acting as team leader in planning and organizing crews and resources, where larger repair or maintenance jobs have been identified;
- Conducting all maintenance and repairs safely and in accordance with Yukon safety legislation and building codes

Custodial:

2. Performs a variety of custodial functions on a daily basis in the Store and motel units using a variety of cleaning products, tools and equipment, by:

- Emptying all garbage containers and replacing plastic liners;
- Replacing light bulbs as required;
- Vacuuming all carpeted areas including entrance ways and clean and dust behind coolers regularly;
- Cleaning washrooms using germicidal detergents, ensuring toilets, sinks, taps and faucets, towel dispensers, mirrors and floors are thoroughly disinfected;
- Ensuring public counters and floors are thoroughly cleaned and disinfected;
- Ensuring paper towel, toilet paper and other relevant supplies are replenished regularly;
- Sweeping and mopping all non-carpeted flooring through the facility;
- Dusting and polishing display cases, desks, counter tops, ledges, etc.
- Ensuring entrance ways are clean and free of litter; and
- During winter months, ensuring entrance ways are free of snow and ice build-up.

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3.Undertakes heavier cleaning responsibilities on a periodic basis, by:

- Washing all windows, inside and out, a minimum of once per year;
- Washing all wall surfaces a minimum of once per year;
- Cleaning light fixtures on a monthly basis;
- Shampooing carpeted areas, a minimum of twice per year.

4.Security:

- Ensuring building security and fire/cold sensors are operating properly;
- Coordinating with the Store Manager and security monitoring company for alarm callouts and troubleshooting
- Ensuring doors, windows and other potential areas of access are locked and secured after business hours;
- Conducting a walkthrough of the facility, checking every area prior to locking the facility each evening.

KNOWLEDGE, SKILLS AND ABILITIES:

- Display an aptitude for mechanical problems or challenges
- Knowledge of basic mechanical, electrical and carpentry trades and systems
- Experience carrying out general and preventative maintenance requirements
- Knowledge of building construction codes and regulations
- Good carpentry, mechanical and plumbing skills
- Self-motivated and dedicated
- Good attention to cleanliness details
- Good organization skills in order to complete daily tasks
- Knowledge of materials, methods, techniques, tools and equipment used in construction, maintenance and repair
- Knowledge of occupational health and safety issues and requirements
- WHMIS certification
- Ability to perform heavy custodial responsibilities (e.g. washing walls, stripping and waxing floors)
- Ability to deal with members of the public in a professional manner
- Ability to work effectively as part of a team
- Ability to work independently and efficiently
- Ability to operate a variety of power tools and other basic maintenance and trades tools

WORKING CONDITIONS:

Work will be carried out in an operating retail business requiring attention to safety and comfort of store personnel and customers. On a daily basis there is a requirement for work outside which can be in inclement weather conditions. Physical fitness and strength is required. The work of the position occasionally involves lifting, working in confined spaces, extreme temperatures, and dirty environments. Some overtime and emergency call-outs are required. Weekend and evening work may be required.

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CONDITIONS OF EMPLOYMENT:

- Full disclosure of criminal record and current criminal record check
- Oath of Confidentiality
- Valid Class 5 Driver's License
- Standard First Aid / CPR

SUPERVISION:

Occasionally workers or contractors to complete larger repairs or maintenance

I approve this position description as representative of the work to be performed and that the duties and responsibility identified for this position are accurately described.

President

Board Member

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

Incumbent

Date