



GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: Janitor
(Re-advertisement)

Department: Nunavut Arctic College

Community: Kivalliq Communities:
Coral Harbour, Naujaat & Whale Cove

Reference Number: 051-2022-
JANKIV

Type of Employment: Indeterminate

Salary: \$26.07 to \$29.58 per hour

Northern Allowance: As per Community Allowance
Union Status: Nunavut Employees Union

Housing: Subsidized Staff Housing is not Available

Closing date: Open until filled

This position is considered a position of trust and requires a criminal record check.

This employment opportunity is open to Nunavut Inuit only. Janitors will work approximately 10 hours per week and positions are available in Coral Harbour, Naujaat, Whale Cove. Applicants must indicate the community of interest.

The janitor is responsible for cleaning, monitoring the facility, safety and security, and completing minor labour duties at the Community Learning Centre. The incumbent will be responsible for maintaining a safe and clean environment, in which the daily functions of the community learning centre are carried out. The incumbent follows a rigorous routine of cleaning functions in compliance with the College's policies and procedures, in addition to cleaning and custodial work assigned on a day-to-day basis by the supervisor. The incumbent must ensure that all tasks are completed without disruption to instructors and students.

The ideal candidate will have the completion of Grade 10, a high school diploma is preferred. Experience working as a custodian or janitor and experience working with hazardous materials and safety regulations is required.

Some training or experience with WHMIS (Workplace Hazardous Materials Information System), which regulates the handling of hazardous material, is an asset. The ability to speak Inuktitut is considered a definite asset to interact with staff and students. Speaking and reading English is desirable to read product labels and material safety data sheets.

A combination of related education and work experience may be considered.

If you are interested in applying for this job, please email your cover letter and resume to NACHR@arcticcollege.com Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.



POSSIBILITÉ D'EMPLOI AU GOUVERNEMENT DU NUNAVUT

Poste : Concierge
(Re-publicite)

Ministère : Collège de l'Arctique du
Nunavut

Localité : Hameaux du Kivalliq : Coral
Harbour, Naujaat et Whale Cove

Numéro de référence : 051-2022-
JANKIV

Type d'emploi : Poste à durée
indéterminée

Salaire : De 26,07 \$ à 29,58 \$ de l'heure

Indemnité de vie dans le Nord : Selon l'indemnité
accordée par la localité

Syndicat : Syndicat des employé-e-s du Nunavut

Logement : Aucun logement subventionné n'est offert
pour ce poste

Date de clôture : Concours ouvert jusqu'à ce que le
poste soit pourvu

Il s'agit d'un poste de confiance et une vérification satisfaisante des antécédents judiciaires est requise.

Cette offre d'emploi s'adresse uniquement aux Inuites et Inuits du Nunavut. La ou le concierge travaille environ 10 heures par semaine. Des postes sont à pouvoir à Coral Harbour, Naujaat et Whale Cove. Les personnes qui postulent doivent indiquer la localité dans laquelle elles souhaitent travailler.

La ou le concierge est responsable du nettoyage, de la surveillance et de la sûreté de l'établissement ainsi que de la sécurité dans celui-ci, et d'accomplir de menus travaux au centre d'apprentissage communautaire. En votre qualité de concierge, vous vous assurez de la sûreté et de la propreté du milieu dans lequel se déroulent les activités quotidiennes du centre d'apprentissage communautaire. Vous respectez une routine rigoureuse en ce qui concerne les tâches de nettoyage, conformément aux politiques et procédures du collège. De plus, vous effectuez les travaux de nettoyage et de conciergerie qui vous sont confiés quotidiennement par votre supérieur. Enfin, vous veillez à ce que toutes les tâches soient exécutées sans déranger le personnel enseignant, les étudiantes et les étudiants.

La personne recherchée a terminé sa 10^e année, mais possède préférablement un diplôme d'études secondaires. Il est nécessaire d'avoir de l'expérience en conciergerie, d'avoir déjà travaillé avec des matières dangereuses et de connaître les règlements de sécurité.

Il constitue un atout d'avoir une formation sur le SIMDUT (Système d'information sur les matières dangereuses utilisées au travail), dont l'objectif est de réglementer la manipulation des matières dangereuses, ou de l'expérience s'y rattachant. La capacité de parler l'inuktitut constitue indéniablement un atout pour interagir avec le personnel et la population étudiante. Il est souhaitable de parler et de lire l'anglais pour lire les étiquettes des produits et les fiches de données de sécurité.

Une combinaison d'études et d'expérience connexes pourrait être prise en considération.

Pour postuler, veuillez acheminer une lettre de motivation accompagnée de votre curriculum vitae par courriel à NACHR@arcticcollege.com. Veuillez inclure le numéro de référence dans l'objet de votre courriel.

- Le gouvernement du Nunavut s'engage à ce que sa main-d'œuvre reflète la population nunavoise afin de bien comprendre et satisfaire les besoins de celle-ci. La priorité sera accordée aux Inuites et Inuits du Nunavut. Quiconque désire profiter de la politique de priorité d'embauche du Nunavut doit explicitement indiquer son admissibilité à celle-ci.
- L'embauche à certains postes nécessite une vérification du casier judiciaire satisfaisante. Le fait de posséder un casier judiciaire n'exclut pas nécessairement la prise en compte d'une candidature.
- Les candidates et les candidats peuvent envoyer leur CV dans la langue officielle de leur choix.
- Une liste d'admissibilité pourrait être créée afin de pourvoir de futurs postes vacants.
- Il est possible d'obtenir une description de poste par télécopieur, par courriel ou sur le site web.
- Seules les personnes invitées à une entrevue seront contactées.



1. IDENTIFICATION

Position No.	Job Title Janitor	Supervisor's Position Residence Manager
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Department NAC	Division/Region Kivalliq	Community	Location Kivalliq Hall
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Freebalance Coding: 03300 03 333 030 2001 04

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is. The janitor is responsible for cleaning, monitoring the facility safety and security, and completing minor labour duties at the Community Learning Centre.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact? The position is responsible for maintaining a safe and clean environment, in which the daily functions of the community learning centre are carried out. The incumbent follows a rigorous routine of cleaning functions in compliance with the College's policies and procedures, in addition to cleaning and custodial work assigned on a day-to-day basis by the supervisor. The incumbent must ensure that all tasks are completed without disruption to instructors and students.
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4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished. The incumbent will be assigned a specific list of duties and directions as to the facility area in which they are to be performed. Standard practices will be required and the frequency (i.e. daily, seasonal, weekly, as required, etc.) of each task will be indicated on the duty list. To ensure minimal disruption to students and staff, and as a security measure, the incumbent will not have authorization to be in other areas of the building without prior approval from the supervisor.



Main Activities

Maintain a clean, safe environment by completing a series of scheduled janitorial tasks as follows:

1. Sweeping and vacuuming the floors
2. Vacuuming and cleaning the rugs, carpets and drapes
3. Sweeping and washing the stairs
4. Washing the walls and partitions
5. Cleaning the ceilings
6. Cleaning the interior glass
7. Window cleaning
8. Dusting and cleaning the light fixtures
9. Dusting furniture and other fixtures
10. Emptying the waste baskets and re-use containers
11. Dusting the venetian blinds
11. Sweeping and dusting entrances and lobbies
12. Washing and disinfecting the washrooms, showers and laundry room
14. Reloading of all toilet paper and soap dispensers
15. Miscellaneous tasks (i.e. cleaning of notice boards, high ledgers, door grills, etc.)
16. Checking the temperature and the cleanliness of each classroom and all common rooms
17. Ensure that all windows and doors are closed upon leaving the specified areas

Other duties as required:

1. Advising when general janitorial supplies need reordering and recommend purchase of additional janitorial supplies.
2. Moving furniture and equipment
3. Attending staff meetings



5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

- Knowledge of general cleaning techniques and use of specific cleansers for various surfaces.
- Ability to use cleaning equipment (i.e. industrial vacuum cleaners, buffers, etc.).
- Able to read cleaning product labels and material safety data sheets. Understand the nature of dangerous chemicals in order to take the necessary precautions to protect self and others. Some training or experience with WHMIS (Workplace Hazardous Materials Information System), which regulates the handling of hazardous material, is an asset.
- Ability to manage time and set priorities.
- Ability to speak Inuktitut is considered a definite asset to interact with staff and students.
- Speaking and reading English is desirable to read product labels and material safety data sheets.

The ideal candidate will have the completion of Grade 8, a high school diploma is preferred. Experience working as a custodian or janitor. Experience working with hazardous materials and safety regulations. Equivalencies to education and experience may be considered.

This position will be responsible for the safety and security of Kivalliq Hall and a criminal record check is required.

WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Extensive lifting and strenuous activity is required, sometimes up to 4 hours per day. Duties may be assigned for cleaning on both the inside and outside of the building as well as the facility grounds.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Adverse conditions include exposure to toxins from cleaning chemicals, and exposure to germs and bacteria in areas of the building where these may be most prevalent (e.g. washrooms,



janitorial rooms, kitchen, and laboratories).
Regular work may be disrupted in the event of a flood or other act of nature, which require emergency clean up.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

The incumbent, on a day-to-day basis, must keep up with a rigorous routine that can be very tiresome.

The incumbent must ensure that all duties are carried out every day and must make decisions on what type of cleansers can and should be mixed.

The incumbent has to prioritize which cleaning activities are more important than others.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

At times, the incumbent may be told what to do by a whole range of people (i.e. supervisor, instructors, other staff and students). This can be quite stressful and may lead to emotional fatigue.



7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ President Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.