

IDENTIFICATION

Job Title:	Custodial Worker	Division:	University Infrastructure
Name of Immediate Supervisor:		Position Number:	YUXXXXXX
Supervisor's Title:	Coordinator, Custodial Services	Effective Date:	October 30, 2025

Purpose of the Role

The Custodial Worker may work in any location at Ayamdigut Campus. This individual cleans and keeps YukonU facilities in an orderly and hygienic condition. The general responsibilities of the position include those listed below, but YukonU may identify other responsibilities of the position. These responsibilities may differ on a daily or weekly basis, depending on business requirements, departmental needs, on campus activities.

Key Responsibilities

- Cleans offices, classrooms, common areas, lavatories, halls, food service areas and any other areas that may require attention and may be required to clean campus housing rooms when vacated
- Sweeps, mops, scrubs, polishes floors and vacuums hallways, stairs and office space.
- Cleans light fixtures, ceilings and vents, walls, furniture, windows and window coverings.
- Will be required to properly and safely use cleaning chemicals per manufacturer and YukonU standards.
- Empties trash and garbage containers.
- Replenishes supplies.
- Moves furniture and sets-up tables and chairs.
- Set up and take down of equipment for on campus events.
- Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Complies with all company safety and risk management policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Participates in regular departmental safety meetings, safety training and hazard assessments.
- Applies all applicable OSH and related local safety requirements and procedures to all assigned work.
- May be required to perform other duties and responsibilities as assigned, including assisting with, and/or backfilling the Day Porter position.
- Carry out snow clearing duties as directed by Coordinator.

People Leadership

This position will not manage people.

COMMUNICATION AND CONTACTS

Reporting to the Coordinator, Custodial Services

JOB ELEMENTS

Decision - Making

- *The employee will be required to prioritize workload depending on situations that arise throughout the regularly scheduled workday.*

Knowledge and Experience

- High School diploma, GED or equivalent experience.
- Knowledge of proper and safe use of applicable custodial equipment.
- Appropriate maturity of judgment and professionalism.
- Maintains high standards for work areas and appearance.
- Must have basic phone and computer skills (email, texting, etc.).
- Strong attention to detail.
- Ability to work well under pressure.
- Adequate/reasonable oral and written communication skills.
- Ability to work well alone and in a team.
- BSW - Building Service Worker Certificate preferred
- ISSA / CMI – Advanced Certified Custodial Technician preferred.

WORKING CONDITIONS

Specific Working Conditions & Requirements

- *Generally, in an indoor setting; however, may participate in outside activities and events.*
- *Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.*
- *The noise level in the work environment is usually moderate to loud.*
- *Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations, and / or work provided uniform.*
- *Will be exposed to various cleaning chemicals.*
- *Significant walking or other means of mobility.*
- *Ability to work in a standing position for long periods of time (up to 8 hours).*
- *Ability to reach, bend, stoop, push and/or pull, and frequently lift/move up to 50 pounds*