



## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>CUSTODIAN I, UB-NORTH</b>
<b>TYPE OF VACANCY</b>	<b>STAFF</b>
<b>DEPARTMENT/UNIT</b>	<b>OPERATIONS, UB NORTH</b>
<b>REPORTS TO</b>	<b>CUSTODIAL SUPERVISOR, UB NORTH</b>
<b>SUMMARY:</b> A Custodian is required to clean assigned spaces to the required standards while maintaining the 5S Kaizen System. Success in this role requires attention to detail, a focus on cleanliness, and the desire to complete assignments promptly.	
<b>DUTIES &amp; RESPONSIBILITIES:</b> The holder of the Custodian I position is required to perform a variety of tasks, including but not limited to the following: <ul style="list-style-type: none"><li>➤ Obtain materials, supplies and equipment before beginning tasks;</li><li>➤ Clean and sanitize all assigned areas, inclusive of offices, classrooms, bathrooms, meeting rooms, and corridors, according to standard and keep in 5S Kaizen System;</li><li>➤ Dust and polish furniture, equipment, and surfaces;</li><li>➤ Check, clean and sanitize light switches, door knobs, railings, and windows. Sweep, mop, and vacuum floors and spray rooms with disinfectant;</li><li>➤ Clean marks on walls and baseboards, and empty and wash waste paper baskets, including cupboards and refrigerators;</li><li>➤ Check bathrooms hourly and ensure soap and tissue dispensers are filled;</li><li>➤ Return unused supplies at the end of every shift, properly clean and put away equipment according to standard;</li><li>➤ Report any faults and damages to the Custodial Supervisor or the Director of Operations;</li><li>➤ Make any adjustments required as a result of an inspection and or other feedback;</li><li>➤ Carry water from the nearest tap on campus when necessary to ensure that the building remains sanitary;</li><li>➤ Assist whenever team members are on leave and carry out duties willingly in other assigned areas when called upon to do so;</li><li>➤ Assist with assigned team projects when required; and</li></ul>	
<b>KNOWLEDGE, SKILLS &amp; ABILITIES:</b> <ul style="list-style-type: none"><li>➤ Good oral and written communication skills;</li><li>➤ The ability to sit, stand and walk for 4 hours minimum at a time;</li><li>➤ Agility, the ability to bend and hand and finger dexterity;</li><li>➤ Ability to work in extreme temperatures and in a nuisance environment;</li><li>➤ Availability to work variable shifts, on any day of the week;</li></ul>	
<b>REQUIREMENTS:</b> <ul style="list-style-type: none"><li>➤ Clock in upon arrival and departure at the end of the shift.</li><li>➤ Wear identification badge at all times;</li><li>➤ Follow attendance, punctuality and dress code policy as set up by the department;</li></ul>	



## POSITION ANNOUNCEMENT

---

- Participate in the University's screening process, including drug screening and background checks.

### **QUALIFICATIONS:**

- BGCSE in English Language & Mathematics with grade "C" or above; OR
- UB's Literacy/Numeracy Test - Satisfactory.

<b>Salary Grade</b>	<b>JCS-1</b>
<b>Date Published</b>	<b>March 23, 2023</b>
<b>Application End Date</b>	<b>March 23, 2023</b>
<b>Date to be Removed</b>	<b>April 6, 2023</b>

**Requested Information:** Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf \(ub.edu.bs\)](#));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

**Email Address:** [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)  
**Subject:** Custodian I, UB North  
**Attn:** Vice President, Human Resources

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Custodian I, UB North.*