
POSITION ANNOUNCEMENT

JOB TITLE	CUSTODIAN I
TYPE OF VACANCY	STAFF
REPORTS TO	CUSTODIAL LEADER (INSPECTRESS)
DEPARTMENT	PHYSICAL PLANT DEPARTMENT
SUMMARY: A Custodian is required to clean assigned spaces to the required standards while maintaining the 5S Kaizen System. To be successful in this role, the incumbent is required to give attention to detail, focus on cleanliness and have the desire to complete assignments in a timely manner.	
The position of Custodian is required to perform a variety of tasks including, but not limited to, the following: • Obtain materials, supplies and equipment before beginning tasks; • Clean and sanitize all assigned areas inclusive of offices, classrooms, bathrooms, auditorium and corridors according to standard and in keeping with 5S Kaizen System; • Check, clean and sanitize light switches, door knobs, railings, and windows. Sweep, mop, vacuum, floors and spray rooms with disinfectant; • Clean marks on walls, base boards, empty and wash waste paper baskets, including cupboards and refrigerators; • Check bathrooms hourly and ensure dispensers are filled; • Return unused supplies at the end of every shift, properly clean and put away equipment according to standard; • Report any faults and damages to the Custodial Inspectress or Physical Plant Helpdesk; • Make any adjustments required as a result of an inspection and or other feedback; • Carry water from the nearest tap on campus when necessary to ensure that the building remains sanitary; • Complete regular floor maintenance functions, shampooing, scrubbing, waxing and buffing of floors as required; • Assist whenever team members are on leave and carry out duties willingly in other assigned areas when called upon to do so; • Give assistance to assigned team projects when required;	

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KNOWLEDGE, SKILLS & ABILITIES:

- Good oral and written communication skills;
- The ability to sit, stand and walk for 4 hours minimum at a time;
- Agility, the ability to bend and hand and finger dexterity;
- Ability to work in extreme temperatures and in a nuisance environment;
- Availability to work variable shifts, on any day of the week;

REQUIREMENTS:

- Clock in (located in the Physical Plant's Office) upon arrival and departure at the end of the shift.
- Wear identification badge at all times;
- Follow attendance, punctuality and dress code policy as set up by the department;
- 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.

Email Information:

Interested applicants should send the following via email:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- At least three (3) names of or 3 written professional references;
- Evidence of educational accomplishments.

Incomplete application packages will not be considered.

Emailing Address:

Email: hrapply@ub.edu.bs
Attention: Vice President, Human Resources
Subject: **Custodian I**

Salary Grade	JCS-1
Date Published	January 2023
Application End Date	February 2023
Date to be Removed	February 2023

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.