



POSITION DESCRIPTION

Position Title: Service Worker

Division:

Facilities

Classification: Service Worker 2

Supervisor's Title:

Building Services Manager

Staff Year No.: 2

POSITION SUMMARY

Reporting to the Manager of Building Services the Service Worker performs a variety of manual work at college campuses and off site. Duties include custodial cleaning and/or general maintenance in any or all of the following areas: offices, washrooms, hallways, meeting rooms, kitchens, cafeterias, classrooms, recreation areas, building grounds, etc. The Service Worker is also responsible for picking up and/or delivering equipment/supplies and other items as required, operating delivery vehicles with trailer towing, and assisting with receiving, stocking and ordering inventory/supplies/equipment and other items as required. The work is generally assigned by the supervisor; however, independence of action is exercised in the performance of duties. The work is characterized by a requirement for physical execution and the ability to perform certain duties requiring some manual dexterity. The incumbent will also follow established safety policies and procedures when performing work and operating equipment.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

- Performs such cleaning functions as dusting, vacuuming, washing, waxing, scrubbing, etc.; restocking washroom supplies, etc.; washing kitchen facilities and clearing and cleaning tables.
- Clears and removes snow from sidewalks, steps and driveways; rakes leaves; maintains recreation areas, etc.
- Collects and disposes of garbage.
- Picks up and delivers supplies or mail, trailer towing may be required.
- Performs minor maintenance work such as changing light bulbs, cleaning filters and ventilation louvres, etc.
- Moves furniture, equipment, supplies and other items as required, removes and installs storm windows.
- Picks up and delivers supplies and mail and operates delivery vehicle.
- Maintains security in assigned area or building.
- Assists in stock inventory, reordering and restocking of supplies.
- Uses PPE and other safety tools and practices as required.
- Maintains and adheres to WHMIS standards.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES

Secondary:

- Performs setups, teardowns and cleaning in cooperation with program requirements and special events.
- Performs minor maintenance work.
- Loads and unloads trucks.
- Receives and stores perishables and other miscellaneous items.
- Performs light laundry duties.
- Reports equipment or areas requiring servicing to supervisor.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised 0

Staff Positions Indirectly Supervised 0

Other Key Relationships:

Internal and external customers of the college including students, staff and the public.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

The ideal candidate should have knowledge of general maintenance, cleaning procedures, including operating equipment like floor scrubbers swing arms, burnisher, vacuums, etc. Experience with pallet jacks, forklifts and trailer towing would be an asset. Must work independently, interact well with staff, students and students, and have strong organizational and communication skills. A valid Class 5 driver's license is required, along with a willingness to complete all training assigned. General computer knowledge is necessary for managing logs and inventory. Attention to detail, adherence to safety protocols, and the ability to work as part of a team and independently are essential. Steel toed safety footwear required.

OTHER COMMENTS

Error or neglect could result in health/safety hazards or interruption of college services. Physically capable of performing all position responsibilities.

Employee's Signature

Date

Supervisor's Signature

Date