

POSITION PROFILE

Custodian Coordinator	
Dept: Government Services	Reports To: Fuel and Facilities Manager
Staff: 7	Revision Date: May 2026
PURPOSE	
<p>The Custodial Coordinator oversees and carries out cleaning and other miscellaneous duties to ensure the healthy, safe and sanitary operation of buildings for the Vuntut Gwitchin First Nation (VGFN). This position also acts as a local point of contact to assist responding to any issues that arise in the delivery of community events coordinated by VGFN.</p>	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> 1. Operations – Coordinates day-to-day activities of custodial staff by organizing team activities, reviews progress and distributes information to staff as required. Ensures the cleaning of all VGFN building premises including, but not limited to, common rooms, corridors, walls, floors, windows, furniture, woodwork, toilets, lavatories and fixtures by washing, shampooing, scrubbing, sweeping, dusting and/or vacuum cleaning. Removes all refuse from offices, restrooms and breakrooms daily and ensures that refuse is properly disposed and trash cans are empty and clean. Keeps supply and storage rooms tidy and stores products in accordance with health and safety practices. 2. People Management – Manages direct reports and operations by establishing work plans with subordinate staff, evaluating activities and progress, time management, addressing concerns and communicating direction and expectations. Promotes capacity development through coaching, problem solving, encouraging individual development and manages personnel issues. 3. Health and Safety – Monitor building entrances to keep clean of any snow, mud/dirt and debris. Complete accurate records as required and report any incidents immediately. Communicate any health and safety concerns to the Manager. 4. Supplies – Works with Government Services Administrative staff to ensure that adequate supplies of soap, paper supplies, disinfectants and cleaning supplies are available. 5. Security – Ensures building security during assigned hours. Lock doors and close windows, turning off lights when rooms are not in use and monitor facilities for fire and safety hazards and report to Manager as required. 	

ACCOUNTABILITY & IMPACT	
<ul style="list-style-type: none"> • Coordination of staff to complete daily work tasks. • A trusting and productive relationship exists with employees, management and Chief and Council. • The health and safety of VGFN staff, Citizens and members of the public when working at or visiting a VGFN building is paramount. • Adherence to cleaning product and Workplace Hazardous Materials Information System (WHMIS) protocols and instructions. • The VGFN Standards of Conduct are modelled and promoted. 	
FINANCIAL CONTROL	
Annual budget under direct control of this position:	<ul style="list-style-type: none"> • N/A
Other responsibilities & influences:	<ul style="list-style-type: none"> • Recommends changes and revisions to VGFN policies and procedures as required in relation to cleaning and maintenance of buildings.
WORKING CONDITIONS	
Environment:	Work is conducted at various VGFN Administrative Buildings.
Physical:	Continuous standing, walking, bending, lifting and pushing occasional heavy objects and operating medium weight cleaning equipment.
Hazards/equipment:	Exposure to dust, odors, mould, oil, fumes, noise which can cause injury, illness, or irritation to the senses. Exposure to occasional stress, emotional fatigue and verbal abuse.
Travel:	None
<p><i>This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.</i></p>	

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none">• Experience performing custodial tasks and using chemical products.• Experience motivating and managing staff.• Proficiency in Microsoft Office (Word, Excel, PowerPoint, OneNote and Outlook) and/or WHMIS Certification is an asset.
Behavioral Competencies	<ul style="list-style-type: none">• Time management and organizational skills• Client Service• Interpersonal skills with the ability to develop cooperative, professional and collaborative relationships• Team player• Respect and Integrity• Flexibility and willingness to adjust to changing priorities• Self-awareness• Attention to detail
Conditions of Employment	<ul style="list-style-type: none">• RCMP Criminal Records Check