



**TEEN CHALLENGE CANADA
CUSTODIAL COORDINATOR
JOB DESCRIPTION**

Terms of Employment:	Full-time & On-call	Department:	Facilities
Position Type:	Coordinator	Reports To:	Facilities Supervisor

POSITION SUMMARY:

The primary responsibility of the Custodial Coordinator is to perform general cleaning duties within an office and rehabilitation setting, while providing supervision of clients assigned to daily custodial work therapy duties. Responsibilities include: the utilization of all necessary cleaning materials and equipment to perform various daily cleaning tasks, perform seasonal tasks as needed, removal of snow or debris from sidewalks and parking lots, ensure all necessary health and safety standards are adhered to in their entirety, report any health and safety concerns to appropriate personnel, dispose of refuse and oversee sanitization of work area, utilize necessary PPE and adhere to WHMIS and SDS where applicable.

JOB DUTIES & RESPONSIBILITIES:

Custodial

- Regular duties include: cleaning light fixtures, changing light bulbs/tubes, ensuring floors are clean and free of any visible debris or tripping hazards, perform weekly garbage preparations
- Conduct monthly pest control checks
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap, paper towels)
- Oversee the sanitization and disinfecting of all applicable workspaces
- Plan, prioritize, train and supervise clients assigned to daily custodial duties as part of their Work Therapy Program
- Prepare and set up necessary rooms for meetings, engagements, or other various activities, ensuring the cleanliness before and after events take place
- Perform daily inventory checks on cleaning supplies and equipment to ensure all materials are readily available for use
- Perform minor repairs on windows, doors, desks, tables, sinks, toilets, blinds and all other repairs as needed, or attend to repairs by others.
- Inform and integrate repair, cleaning, and building improvements with staff and Facilities Supervisor
- Maintain an up-to-date log or record of regular maintenance accomplished, and schedule.
- Understand and implement policy and procedures as it relates to a rehabilitation environment for a vulnerable population.

• Other duties assigned by the Facilities Supervisor

Health and Safety:

- Adhere to all appropriate product labels, ensuring Teen Challenge's WHMIS program is up-to-date and appropriate SDS are assigned/provided
- Ensure appropriate PPE is utilized by those who are conducting custodial duties
- Ensure compliance with current Health and Safety regulations and WHMIS requirements
- Exercise the Internal Responsibility System (IRS) on a regular basis, by identifying and reporting risks and hazards as they arise
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm

QUALIFICATIONS:

- Minimum of Grade 12 high school diploma or equivalent
- Minimum 3-5 years of janitorial or custodial experience required
- WHMIS and First Aid certification would be considered an asset
- Maintain appropriate driver's license
- Solid interpersonal skills that allow one to work effectively in a diverse working environment
- Proven Supervisory skills
- Strong work ethic and positive team attitude
- High degree of resourcefulness, flexibility, and adaptability
- High level of sound and independent judgment, reasoning, and discretion
- The ability to learn, understand, interpret, communicate, and enforce health and safety policy
- Demonstrate ability to clearly transmit and receive information by email, phone and in person
- Excellent attention to detail and ability to adapt to within a changing fast paced environment
- Organizational skills and ability to multitask

WORKING CONDITIONS:

- On-call and overtime as required
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, and all other safety equipment, where mandated.
- Work is conducted both indoors and outdoors
- Must be able to lift, push, pull, and move a minimum of 25 pounds
- Operate machinery and equipment as required
- Perform tasks at various heights with the use of a step-ladder
- Ability to sit and stand for long periods of time
- The atmosphere may vary from a calm to a fast paced setting depending on daily events

Approved By:	Director of Facilities
Date Approved:	August 2025
Date Reviewed:	August 2025