



Facility Custodian

Location: Calgary, Alberta, Canada

Position: Full Time

Hours: 6 am – 2:00 pm

Posting Expiry Date: May 28, 2021

Job Description:

Reporting to the Facility Manager the Facility Custodian will be responsible for cleaning and light maintenance duties in our four facilities.

Responsibilities

- Sweep/vacuum, wash and scrub floors and ensure rugs are clean
- Empty trash receptacles and dispose of garbage
- Clean and maintain restrooms, ensure product levels are refilled as required (i.e hand soap, etc.)
- Clean and maintain kitchens and kitchen appliances
- Clean and dust furniture, fixtures, walls, machines and equipment
- Clean windows (interior and exterior) and glass partitions
- Coordinate with other Facility Custodian to maintain cleaning product inventory levels
- Notify Facility Manager any major repairs/ damage to the buildings requiring attention
- Set up, arrange, prepare, and remove decorations, tables/chairs for events as required (i.e. meetings)

Required Skills, Knowledge & Qualifications

- 1-2 years commercial custodial experience
- Must be able to obtain and retain a Transport Canada Airport Pass (RAIC)
- Dependable personal transportation is essential due to limitations of public transportation and the required start time
- Physically capable of repeatedly lifting upwards of 40 lbs
- Able to walk and stand for prolonged periods of time with frequent reaching, bending, and crouching
- Able to understand and communicate clearly in English

Other:

- Excellent attention to detail
- Positive attitude and strong work ethic
- Able to work effectively independently and as part of a team
- Make recommendations on policies and procedures to support continuous improvement
- Other duties as assigned