

E4C Head Office is looking for - Janitorial

Job Purpose

The Janitorial is responsible to ensure the building is well maintained and to make adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems and contact tradespersons for major repairs

General Responsibilities

- Maintains cleanliness of the building and grounds in all respects
- Carries out preventative maintenance as directed, and assist in maintaining the site (i.e. filter changes, light bulb changes etc.)
- Performs related duties as required for the daily operations of the building
- Ensure all duties are carried out in safe manner for staff
- Ordering and maintaining of all cleaning and operational supplies for the maintenance of the site
- Other duties as assigned to maintain the building
- May perform other routine maintenance jobs such as painting and drywall repair
- May assist with move heavy furniture, equipment and supplies
- Responsible for ensuring that all doors are locked and electrical items are turned off or unplugged.

General Housekeeping Duties

- Wet and dry mopping
- Polishing and scrubbing floors
- Stripping and re-finishing floor surfaces
- Snow removal, salting and sanding as required for safety
- Wash windows, interior walls and ceilings
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse
- Sweep, mop, scrub and wax hallways, floors and stairs
- Empty trash cans and other waste containers
- Ensure meeting rooms are cleaned daily
- Dusting
- Sanitizing surfaces

Qualifications

- Completion of secondary school may be required.
- Previous commercial/industrial cleaning experience preferred

- Able to communicate effectively
- Good attendance record preferred
- Must be physically capable to meet the physical demands of the job
- The ability to work on their feet for a complete shift while constantly bending, stretching, walking and lifting or moving things
- Knowledge of plumbing, mechanical and electrical systems, boilers, dry walling and general construction is an asset
- Clear Security Clearance Check.

Position: Part Time position during the day - Monday to Friday and PT for weekends Saturday and Sunday - 5 hours per day.

Salary: \$13.00 per hour

this position will remain open until a suitable candidate is found.

To apply, please forward resume to: M. Luiza Coelho - Human Resources Fax: (780) 425-5911 E-mail: mlcoelho@e4calberta.org