



## Custodian / Landscaper

### Description:

Reporting to the Manager Facility and Program Operations, this position is responsible for ensuring that the recreational rental space within the NECCS component of the Genesis Centre as well as the office space is cleaned and maintained. The Custodian will also perform a variety of hands on work such as equipment set up and take down, minor repairs, posting signage and acting as a first responder. The position also includes maintenance of the exterior landscaping of the facility.

### Roles and Responsibilities:

- Responsible for ensuring the cleanliness of the facility through scrubbing, cleaning and sanitizing washrooms, change rooms including shower facilities, multi-purpose room, office area, gym and other zones as set out by the daily, weekly, monthly and yearly cleaning schedules.
- Replenishing washroom supplies, trash removal, sweeping, vacuuming, mopping and buffing floors, cleaning windows, walls, light fixtures and dusting.
- Set up facility equipment for regular rentals and special events.
- Perform inspections and general maintenance on sporting equipment.
- Provide support for special events as required.
- Provide support to Team Lead for security within the facility.
- May be required to attend to emergency situations and handle immediate first aid needs.
- Other duties as assigned.
- Limited snow removal and landscaping
- Painting and minor maintenance
- Landscaping including operation of mowers and trimmers.

### Skills and Abilities:

- Ability to read, write and speak English at a partial high school level.
- Proven ability to be proactive and work without supervision.
- Professional and mature manner.
- Positive customer service skills.
- Excellent communication, organizational and problem solving skills.
- Standard First Aid/ CPR certification.
- Able to perform physical requirements of the job including walking, lifting, standing for extended periods of time and performing repetitive tasks.
- Ability to lift up to 50lbs and is capable of moving heavy equipment.

**Note:** successful applicants must provide proof of qualifications.

### Position Requirements:

Standard First Aid / CPR certification and Police Background Check.

The successful candidate in this role must align with Canada Summer Job Grant requirements.

- Post Secondary student in a related field ( e.g. Physical Education, Recreation)
- Between 18 and 30 years of age

### Employment Terms:

- Part time seasonal.
- Must be available to work various times including evenings until midnight and weekends.
- Starting wage range of \$15.00 - \$16.00 / hour depending on experience

**Job Type: Temporary – Full Time**

**Salary:** \$15.00 /hour

**Preferred Experience:**

- landscaping: 1 year (Required)
- Custodial: 2 years (Required)

**Education:**

- High school or equivalent (Required)