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## **Job Description**

### **Custodian / Landscaper**

#### **Employment Terms:**

- Government funded program
- Must be between 18 yrs. and 30 yrs. old.
- Temporary Full Time, 35 hours per week for 8 weeks.
- Must be available to work various times including evenings until midnight and weekends.

#### **Job Type:** Temporary

Salary: \$15.00 -\$16.50 hour depending on experience.

**Description:** Reporting to the Facility Operations Manager, 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 in the event of an emergency. The position also includes maintenance of the exterior landscaping of the facility including snow removal.

#### **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. Positive customer service skills.
- Excellent communication, organizational 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 50lbs and capable of moving heavy equipment.
- Positive customer service skills.
- May be required to attend to emergency situations and handle immediate first aid needs.
- 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 high school level.
- Proven ability to be proactive and work without supervision.
- Professional and mature manner.

Standard First Aid / CPR certification preferred.

Police Background Check required.

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

COVID-19 considerations:

All required government recommendations are in place at Genesis to keep our employees and clients safe.

**Please submit Resume to Doug Taggart at**

**[dtaggart@genesis-centre.ca](mailto:dtaggart@genesis-centre.ca)**

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**Application Questions**

**Please respond to the following questions the following questions:**

- How many years of Custodial experience do you have?
- How many years of landscaping experience do you have?