



## **EMPLOYMENT OPPORTUNITY**

### **CUSTODIAN**

The Custodian is a vital part of the function of the organization and has a responsibility to ensure that the appearance and cleanliness of the building is a reflection of the organization. The Custodian is responsible for keeping the building clean including office spaces, classrooms and common areas, lunch rooms, kitchens and waiting areas.

#### **Duties and Responsibilities:**

- Sweep, mop, shampoo, scrub and wax hallways, floors and stairs
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse
- Collect and empty trash cans and other waste containers into Orange Hub disposal services
- Wash windows, interior walls and ceilings
- Make adjustments and minor repairs to heating, cooling, ventilation, plumbing and electrical systems, and contact tradespersons for major repairs
- Perform minor repairs on appliances, responding to maintenance requests in a timely manner
- Moving heavy furniture, equipment and supplies
- Perform other maintenance jobs such as painting and drywall repair
- Water and tend to plants, lawns and/or gardens
- Clean and disinfect tables and fixtures
- Work with minimal supervision

#### **Qualifications:**

- Education: Secondary (high) school graduation certificate
- Experience: Experience an asset

#### **Job Requirements:**

- WHMIS and First Aid Certification
- Manual Dexterity can lift 35 lbs. or more

Salary will be determined according to qualifications and experience  
Salary: TBD

Please forward a cover letter and current resume to: Diana Cowley or Joy Sandy  
Email: [diana.cowley@ytced.ca](mailto:diana.cowley@ytced.ca) or [joy.sandy@ytcadmin.ca](mailto:joy.sandy@ytcadmin.ca) and/ or fax to 587-524-0181 or drop off at sub-office address

This employment competition closing date **October 4, 2024 at 4:30PM**, only those candidates who fit criteria will be contacted.