



## **JOB PROFILE**

**Job Title:** 1 Custodian (40 hours per week)  
1 Custodian (20 hours per week/evening & weekend shifts)  
**Business Unit:** Facility and Property Services  
**Classification Level:** \$17.08 – 21.76  
**Reports To:** Leader, Custodial Services

### **Position Summary**

Custodians are responsible for ensuring the cleanliness, maintenance and overall appearance of the Leduc Recreation Centre and that it is maintained to meet the standards as set out by the management team and clientele of the facility. In addition, Custodians are responsible for providing friendly, courteous and professional services by assisting customers as required; this may include set up and take down of equipment during special events.

### **Duties and Responsibilities**

- Collect and dispose of refuse and recyclables.
- Sweep, scrub and polish floors on a regular basis.
- Vacuum and shampoo carpeting and upholstery.
- Dust, polish and wash windows, walls and furniture.
- Replenish supplies as required.
- Prepare service requests for observed building deficiencies, as required.
- Ensure custodial activities meet with and integrate with organizational requirements for the quality management, health and safety, legal stipulations and general duty of care.
- Perform other related duties and responsibilities as required.

### **Qualifications**

#### Education:

- Equivalent to high school completion or partial high school with specialized training.
- Formal Custodial training an asset.
- WHMIS/CPR and Standard First Aid certification.
- Valid class 5 Operators License.

#### Experience:

- Minimum six (6) months experience.
- Prior municipal experience would be an asset.

#### Knowledge, skills and abilities:

- Knowledge of proper cleaning procedures and the use of cleaning agents and materials.
- Knowledge of Occupational Health & Safety Standards.
- Knowledge of Hazard Assessment and Control.
- Able to provide Quality Customer Service.
- Computer skills in MSOffice applications.
- Ability to work from scaffolds and ladders and in space that has limited mobility.
- Be self motivated and have the ability to work both independently and in a team environment.
- Excellent organizational, customer services and time-management skills with the ability to multi-task and prioritize workload efficiently.
- Superior analytical, interpersonal, public relations and verbal/written communication skills to enable effective team work and promote positive internal/external customer relations.
- The ability to work flexible shifts, evenings and weekends, as required.

**Working Conditions**

Travel between facilities is required in the performance of duties. The incumbent must wear safety equipment, as appropriate, and observe recognized safety practices in the performance of duties. Contact with the public in person, is required. Majority of the work will be indoors, however some variance in temperature and humidity will be experienced dependant on the area of work. This position may be required to work a variety of shifts.

**Qualified individuals are asked to submit an up-to-date resume and cover letter that clearly outlines how you meet the above requirements. This competition will remain open until 4:30 pm on Friday, February 12, 2010.**