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## Job Order Detail

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### Civic & Community Centre Property Custodian



**Job Order #:** 5853777

**Employer Name:** TOWN OF BIRCH HILLS

**Wage/Salary Info:** TBD

**Posted Date:** 20-Nov-2021

**Location:** BIRCH HILLS  
[Map it](#)

**# of Positions:** 1

**Employment Terms:** Contract

**Education:** Grade 12

**Experience:** 7-11 Months

**Apply By:** 30-Nov-2021

**How to Apply?:** Please email your cover letter and resume to [birchhills.town@sasktel.net](mailto:birchhills.town@sasktel.net).

### Application Information

**Employer Name:** TOWN OF BIRCH HILLS

**Contact Name:** Danielle Vandale

**Contact Phone:** (306)749-2232

**Contact Email:** [birchhills.town@sasktel.net](mailto:birchhills.town@sasktel.net)

**Employer Website:** [www.birchhills.ca](http://www.birchhills.ca)

### Description

The Town of Birch Hills is looking for a Property Custodian for both the Civic Centre and the Duane Lowe Community Centre.

**General Description:** The Property Custodian is responsible for performing cleaning and minor maintenance tasks to ensure that the buildings and facilities are maintained in a safe and sanitary manner.

#### Key Responsibilities:

- Clean by dusting, mopping, vacuuming, polishing, disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and other surfaces
- Maintain wax and finishes on floors
- Restock supplies as required
- Clean and sanitize bathrooms; countertops, microwaves, refrigerators
- Clear and clean waste containers and dispose of refuse and recyclables
- Report any repairs needed
- General grounds maintenance as required
- May perform work at heights up to 12 feet using a ladder ex. changing a lightbulb
- Ensure all doors are locked at the completion of shift

#### Skills:

- Strong work ethic; ability to work efficiently and effectively with no supervision
- Have excellent communication skills

- Ability to address all community members in a courteous and respectful manner
- Can lift up to 30 pounds

Qualifications:

- Grade 12 completion
- Experience with and knowledge of standard cleaning procedures and equipment
- Knowledge of WHMIS & OH&S (online training will be provided to the successful candidate)
- Ability to read and understand product labels
- Some heavy lifting required; able to perform a physically demanding shift requiring constant activity and the need to manage some heavier equipment

Hours of work: To be discussed with the successful candidate

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