

Position: Custodian- Cleaning Staff

Position Type: Operations Staff, Full-time, Temporary Contract

Posted Date: February 8, 2023

Closing Date: February 22, 2023

Start Date: Depending on availability

West Island College is a leading co-educational and bilingual day school with exceptional teachers, staff, and a close-knit community of enthusiastic learners. Our dynamic, innovative, progressive faculty inspire and empower our students to be passionate and creative problem solvers, ready to contribute to a better world. At WIC, we embrace big thinking, global perspectives and risk taking. Our innovative and creative programs are rigorous and designed to give our students unparalleled real-world learning opportunities, while preparing them to be future leaders, change makers and responsible global citizens.

In addition, all adults in the building share a role in the leadership of the College and are committed to the mission, vision and values of the College.

Overview

The Custodians are members of the Facilities team and directly report to the Lead Custodian. This individual is responsible for the regular cleaning of WIC's facilities. They will ensure that safety and functionality of buildings, furniture, equipment, machinery, etc. Setting priorities to ensure daily tasks and work orders are on track and completed in a safe and timely manner. A flexible, positive attitude and willingness to adapt to changing priorities is required, and they must be able to perform all duties as required by their direct supervisor.

The hours of work for this position are 3:30 pm- 11:00 pm, Monday- Friday.

Responsibilities

- Cleaning designated building areas
- Performing and documenting routine inspection and maintenance activities
- Carrying out heavy cleansing tasks
- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

- Have the ability to perform the physical requirements of the job including standing for an extended period of time, walking, lifting, grasping and performing repetitive motions, sometimes in confined spaces or small areas

Working Conditions

- Must lift or carry up to 10 pounds continuously, 20 pounds frequently
- Must be able to walk long distances on slippery, uneven surfaces continuously
- Consistent & continuous crouching, bending and twisting

Requirements

- Proven working experience as a Janitor
- Ability to handle heavy equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets
- Integrity and ability to work independently

How to Apply

West Island College embraces all forms of identity that include race, ethnicity, gender, religion, socioeconomic status, sexual orientation, and physical ability. Cover letters and resumes should be sent electronically to Carla Mutch, Director of Human Resources at, careers@mywic.ca.

As a condition of employment, the successful candidate must provide a current Police Information Check and a Vulnerable Sector Check. We thank all candidates and advise that only those selected for an interview will be contacted.

Visit our website at www.westislandcollege.ab.ca