



Employment Opportunity

Job Title: Custodian (Part time/Casual)
Department: Lanes at Membertou Bowling Alley
Reports to: General Manager

Duties and Responsibilities:

- Clean all assigned areas throughout the building in a clean, neat and sanitary manner in accordance with work schedules.
- Operate various types of cleaning equipment, both mechanical and electrical, in order to remove soils, stains and other debris from assigned areas.
- Perform special cleaning, furniture moving or meeting set up projects as required.
- Operate and maintain departmental equipment in a safe, orderly and efficient manner.
- Use chemicals and supplies according to department standards to ensure safety and efficiency.
- Clean all corridors daily and polish according to established work schedules.
- Clean offices thoroughly on a daily basis to ensure that the highest standard of cleanliness is maintained.
- Clean public areas and public washrooms on a daily basis ensuring that all towel, tissue and soap dispensers are full.
- Clean walls and floors as scheduled.
- Clean windows, mirrors, vents and fixtures on a regular basis.
- Clean carpets (i.e vacuuming, shampooing and deodorizing) as instructed.
- Assist in undertaking heavy duty cleaning.
- Maintain and clean janitorial equipment on a daily basis.
- Check drapes and mini blinds. Remove for cleaning and/or repairs.
- Clean Floors. This includes sweeping, dusting and wet/damp mopping on a daily basis.
- Adhere to departmental safety policies and procedures.
- Co-operate in in-services and training sessions when offered as well as departmental meetings.
- Ensure that caution/safety signs are properly set up prior to performing cleaning duties. Ensure that all chemicals on carts and janitor closets are locked when unattended.
- Ensure that work areas are clean and unobstructed before leaving for breaks, end of shift and etc.
- Provide a list of necessary supplies needed to perform duties to the supervisor.
- Keep all doorways clean of any debris, snow and salt when needed during shift.
- Pick up all supplies as required for use in buildings.
- Return dirty mops and cleaning clothes for laundering on a regular basis.
- Attend training as required.
- Complies with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Any other related duties as required by the General Manager or Lead hand/Shift Supervisor of Environmental Services.

Qualifications:

- Previous experience is not required but would be an asset;
- Must be reliable and willing to work shift work as required on days, evenings and weekends;
- Valid Driver's license would also be an asset;
- Willing and able to follow instruction/direction;
- Some Heavy lifting required;

Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Resumes and Cover letters/Applications can be submitted to:

Membertou Human Resources Department:

Attention: Richard Stevens

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Membertou, NS B1S 2P5

Or via email to: mikeeisenhauer@membertou.ca/ you can drop off your resume directly at Lanes at Membertou Bowling Alley at 185 Towerview Pl.

DEADLINE FOR APPLICATIONS: Friday, February 28th, 2025, at 4:30 PM

Thank you for applying, however, only those selected for an interview will be contacted. Membertou reserves the right to pause, extend or revoke this posting at any time without notice.