



## Custodian responsibilities include:

### Job brief

We are looking for a responsible **custodian** to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, or **janitor**, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism.

- The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs. Must be willing to work approved over time when necessary, Availability to work in shifts, during weekends and evenings

### Responsibilities

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap)
- Wipe mirrors and windows
- Utilize insecticides to prevent infestation by dangerous pests
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
- Report major damages and oversee repairs
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm
- Undertake occasional custodial and janitorial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances in summer
- Maintain cleaning supplies stock (e.g. detergents, garbage bags) and place orders with supervisor when necessary
- Check washing machines' operation and promptly report any technical/performance issues
- Remove garbage regularly

### Requirements

- Proven experience as custodian, janitor or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Very good physical condition and strength
- High school diploma is preferred but not required
- WHMIS (2015) training