

JOB DESCRIPTION

Property Custodian

DEPARTMENT: Property

REPORTS TO: Housekeeping Supervisor

GENERAL DESCRIPTION

The Property Custodian is responsible for performing cleaning and minor maintenance tasks to ensure that the campus buildings and facilities are maintained in a healthy, safe and sanitary manner.

KEY RESPONSIBILITIES

- ◆ Clean by dusting, mopping, washing, vacuuming, polishing, brushing, disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and any other surfaces
- ◆ Restock supplies where necessary
- ◆ Clean and maintain wax and polish finishes on floors; refinish floors, as required
- ◆ Request and store cleaning supplies and materials and provide routine maintenance on cleaning tools and equipment
- ◆ Store cleaning equipment and supplies in a safe and orderly manner
- ◆ Clear and clean waste containers and dispose of refuse and recyclables
- ◆ Move furniture and equipment as requested by housekeeping supervisor
- ◆ Report any repairs needed to furniture, fixtures or facilities
- ◆ Provide support to, and work with, other team members including the security team
- ◆ Ensure all doors in assigned work area are locked at the completion of shift
- ◆ Perform other related duties as required

SKILLS

- ◆ Have a demonstrated strong work ethic; ability to work efficiently and effectively with minimal supervision
- ◆ Possess effective written and verbal communication skills
- ◆ Ability to address all community members in a courteous and respectful manner

QUALIFICATIONS

- ◆ Earned, at minimum, an OSSGD
- ◆ Experience with and knowledge of standard cleaning procedures and equipment
- ◆ Knowledge of WHMIS and OH&S
- ◆ Ability to comprehend product labels and instructions to ensure safe product handling
- ◆ Some heavy lifting required; able to perform a physically demanding shift requiring constant activity and the need to manage mid-weight equipment
- ◆ Ability to multi-task and perform duties with a determined timeframe
- ◆ Valid Ontario driver's license, an asset