



EMPLOYMENT OPPORTUNITY

Custodian

Closing Date: Until Filled

Job Type: Auxiliary, On-Call

Department: Parks and Recreation

Pay Range: \$26.95 – \$29.45 per hour (Range 4 - Collective Agreement Wage Grid)

Hours: No Guaranteed Hours – On-Call Basis

The Custodian is responsible for the routine cleaning of Town of Watson Lake recreational facilities and contributes to the effective operations of the Recreation Department by maintaining safe and sanitary facility spaces for community use. The Custodian also assists the Front Desk and Recreation Programmer with event preparation and customer service support, as needed. This incumbent must have effective time management skills, be detail oriented, and must be able to meet the physical demands of the position.

Duties include but are not limited to:

- Comprehensive custodial work to ensure recreation facilities are clean and sanitary;
- Scheduled cleaning and polishing of floors;
- Special event set-up, and takedown, and cleaning, as necessary;
- Organizational cleaning protocol and procedure adherence;
- Reporting maintenance issues to the Recreation Programmer;
- Keeping an inventory of required cleaning supplies and equipment and report needs to Recreation Programmer;
- Following all established policies regarding safe work practices;
- Assisting the front desk staff and patrons, when required;
- Attending staff meetings; and,
- Other related duties as directed by the Recreation Programmer.

Qualifications and Experience:

- Minimum grade 10 education;
- Experience in custodial work, including floor maintenance;
- Knowledge of cleaning equipment and products;

- Knowledge of safe practices when using cleaning products;
- Ability to work independently and effectively as part of a team;
- Possess strong time management skills;
- Ability to diligently follow direction, both written and oral; and,
- Possess WHMIS certification, or willingness to obtain.

Additional Information:

The Custodian position is for an auxiliary, on call, with no guarantee of hours, based on operational needs of the department.

This Auxiliary Custodian position is a unionized position. The incumbent will be required to join the union and pay union dues.

The successful candidate is required to supply a vulnerable sector criminal record check prior to their start date.

How to Apply:

To apply for this position, please submit a resume and cover letter, clearly outlining your qualifications and experience as it relates to this position. Application can be sent to:

Shannon Bergeron, Director of Community Services

Email: csrec@watsonlake.ca

In person: Town Office, 710 Adela Trail, Watson Lake

We thank all applicants for their interest, however only those individuals selected for an interview will be contacted.

