



## **CASUAL CUSTODIAN**

### **Corporate and Financial Services**

The City of Quinte West invites applications for the position of Casual Custodian for the Corporate and Financial Services department.

Reporting to the Manager of Buildings & Facilities, the incumbent is responsible for the cleanliness of Quinte West owned facilities. The position is responsible for room set-up, monitoring, performing and recommending repairs/maintenance and carrying out security functions to ensure safe, clean, tidy and well-functioning facilities.

The position is required to monitor the operation of facility equipment/fixtures such as boilers, water heaters, mechanical systems etc. and report problems arising. The position must also ensure proper disposal of garbage/refuse/recycling in accordance with City By-laws/procedures and Department policy. The position assists user groups and other approved organizations in the provision of resource support when directed, which may include room set-ups, lifting of tables, chairs and related office equipment. The position promotes good public relations giving the City of Quinte West a positive public image through its facilities and services.

A minimum of one (1) year of experience in custodial services in a public facility is required. The position further requires a High School Diploma or equivalent, as well as a comprehensive knowledge of the Occupational Health and Safety Act. WHMIS, First Aid and CPR/AED training along with a Valid Class G Driver's Licence and a safe driving record are required for the position. Demonstrated interpersonal and team skills are also necessary.

The casual custodian is available on an on-call basis and may be called in to assist during peak periods, vacation or sick leave coverage, as well as to assist on project work.

Regular evening and weekend shifts may be required.

Remuneration: Current CUPE Salary Grid Grade 4, Step 1: \$21.67/hr.

Qualified applicants are invited to visit the City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca) and complete the application form and email it along with a resume clearly marked: "Casual Custodian" in the subject line by **4:30 p.m. on Monday December 17, 2018** to: [hr@quintewest.ca](mailto:hr@quintewest.ca)

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. In accordance with the *Accessibility for Ontarians with Disabilities Act*, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 (4515) or email the above if you require an accommodation to ensure your participation in the recruitment and selection process.