

Burnside Gorge Community Association Custodian Assistant

JOB SUMMARY

Under the direction of BGCA's Custodian, the Custodian Assistant performs a variety of custodial services, including: indoor and outdoor cleaning duties; tracking and ordering cleaning supplies; evening lockdown procedures; tracking building maintenance issues and performing minor maintenance tasks; moving supplies and equipment; and assisting BGCA user groups and staff as needed. This position is performed at the Burnside Gorge Community Centre.

KEY DUTIES AND RESPONSIBILITIES

- Cleans, dusts, vacuums, mops, washes, polishes, scrubs, seals, waxes, spray buffs, disinfects, brushes, sweeps all surfaces (floors, walls, furniture, ceilings, fixtures, windows, glass partitions, and equipment)
- Properly labels, dilutes, and uses cleaning and disinfecting chemicals
- Maintains a high level of building and property cleanliness at all times
- Replenishes washroom and kitchen supplies as needed. Orders and stores additional supplies when needed
- Empties all waste receptacles, pencil sharpeners, sanitary napkin disposals, recycling containers, compost bins, and takes them to the proper outdoor disposal bins
- Cleans washrooms, including: toilets, sinks, countertops, mirrors, urinals, sanitary napkin disposals, shower, and all surfaces
- Reports any facility, grounds, and/or equipment maintenance issues to the Custodian in a timely manner
- Clears snow/ice from pathways, steps, and parking area as needed
- Power washes outdoor areas
- Steams carpets and waxes floors as needed
- Puts all equipment away and keeps the custodial room tidy at all times
- Washes, dries, and puts away dirty laundry
- Regularly drops off recyclables at Bottle Return/recycling locations
- Directs BGCA user groups to room locations as needed
- Performs additional duties as required

SKILLS AND KNOWLEDGE

- Ability to organize and prioritize work
- Ability to work independently
- Ability to communicate with supervisors, coworkers and the public attending programs and services
- Understanding of building maintenance is an asset
- Accountable and adaptable
- Required Criminal Record Check

QUALIFICATIONS

- Physical fitness to perform the described duties
- Must be receiving income assistance or Persons with Disability assistance
- Ability to work flexible hours and respond after hours or come in after annual special events when needed

TRAINING OPPORTUNITIES

There is a small amount of funding to support certificate training in areas such as WHIMIS

HOURS

240 hours to be completed by Feb 28, 2027

Monday through Friday between the hours of 2:00 and 9:30 PM.

COMPENSATION

\$3600 with completion of the full 240 hours

REPORTS TO

Day-to-day supervision by BGCA's Custodian, Facility Coordinator & Administrator