

Now Hiring - CUSTODIAN - Part Time, Casual, 3-6 hrs per week

Are you a highly organized individual with attention to detail? Are you looking for a part time position that offers flexibility, physical elements and variety in your work?

The Beverly Heights Community League (BHCL) is a volunteer not-for-profit organization formed to meet the needs of the residents of Beverly Heights under the Edmonton Federation of Community Leagues. The BHCL addresses local issues such as social programs and events, urban planning and development, crime and safety, and transportation. The league is recognized by the City of Edmonton as the primary speaking body for the neighbourhood.

The Beverly Heights Community League (BHCL) Custodian is a year-round position required to ensure our facilities and grounds are maintained and safe for BHCL members, the general public, clients, and staff. Scheduled by the Facilities Manager and reporting to the BHCL Board Facilities & Rentals Director, this position is responsible for assisting the Facilities Manager in event set up and clean up.

Operational Responsibilities

- Assist the Facilities Manager as needed in the set up and tear down of functions.
- Ensure facilities are locked and secured when not in use.
- Work closely with the Facilities and Rentals and Maintenance Directors, and with BHCL members, clients, and other stakeholders.
- Adhere to all policies and procedures with respect to facility rentals.

Custodial Responsibilities

- Responsible for assisting with set-up and tear down of events per signed rental agreements.
- Ensure facilities are clean, stocked and equipment is in good working order per cleaning/event per cleaning guidelines prior and after events.
- Ensure sidewalks are clear of snow and ice prior to events.
- Ensure a safe environment within the BHCL facilities and grounds for staff, clients, members, and the general public.
- Continually act in a courteous and customer service orientated manner, while maintaining a fiduciary responsibility to the BHCL Board.

Key Competencies

- Exceptional organizational and time management skills with the ability to prioritize projects and deadlines.
- Flexible with an ability to work in a team orientated community league environment.
- Customer-centric with the ability to remain professional at all times.
- High attention to detail.
- Able to work independently and with community league members and members of the public.

Qualifications:

- Able to lift a minimum of 30lbs.
- Availability to work a non-traditional work schedule based on operational needs.
- Must be able to provide a clear criminal record check.
- Preference will be given to applicants within the Beverly Heights neighborhood.

Salary Range: \$15-17 per hour. Interested applicants are encouraged to submit a cover letter and resume to volunteer.bhcl@gmail.com. The posting will remain up until a suitable candidate is found.