

JOB DESCRIPTION – TEMPORARY ARENA CASUAL BUILDING MAINTENANCE/CUSTODIAN (Until return of incumbent)

1. The Arena Casual Building Maintenance/Custodian reports to the Operations Manager and Maintenance Supervisor.
2. **Nature and Scope of Work**

The Arena Building Maintenance/Custodian position performs a variety of cleaning and minor maintenance tasks in the Arena. The incumbent performs sweeping, dusting, vacuuming and mopping tasks, services washrooms, provides general cleaning, including washing walls, doors, windows and other surfaces, collecting refuse and recycling, keeps entrances and exits clear of hazards; replaces light bulbs, makes minor repairs to the facility and the equipment, sets up and takes down equipment, including tables and chairs for rental functions, and ensures security of the building. The incumbent is responsible for meeting and dealing with the public, being polite, courteous, and diplomatic, and providing assistance in accordance with established policies.
3. **Required Knowledge, Ability and Skill**
 - Must possess a minimum of Grade 12, or equivalent, and have completed a Building Services Worker certificate program at a recognized vocational institute, or the equivalent combination of education, training, and experience;
 - Sound knowledge of materials, methods and equipment used in building services work, and demonstrated care and skill in the use of equipment and materials provided;
 - Ability to communicate clearly in both a written and verbal manner.
 - Ability to work in an environment where lifting and carrying of heavy objects is required.
4. **Preferred Education, Training and Experience**
 - **Custodial Certificate**
 - WHMIS training;
5. **Illustrated Examples of Duties**
 - Performs janitorial maintenance such as cleaning washrooms, washing, and waxing floors, vacuuming, emptying garbage cans, cleaning windows, etc.
 - Sets up and takes down equipment for programs and rentals including lifting and carrying tables and chairs;
 - Completes minor repairs to building and equipment, such as patching holes, painting, replacing light bulbs, simple plumbing such as unstopping drains; etc.
 - Attends to emergency situations to render the public, the equipment, and the facility safe according to specified operational procedures and guidelines;
 - Ensures that rules and regulations governing the use of the facility are adhered to as and when required;
 - Interacts with patrons providing guidance and assistance as required;
 - Conducts facility security checks;
 - Performs related work as required.