

## **CUSTODIAN**

Métis Urban Housing Corporation is seeking detail-oriented individuals (2) who are reliable and have high cleaning standards.

Métis Urban Housing Corporation (MUHC) is dedicated to provide affordable, adequate and sustainable housing to low and moderate income Aboriginal families within Alberta.

### **DESCRIPTION OF DUTIES**

The Custodian is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that the common areas in rental units, buildings, and facilities within the MUHC portfolio are maintained in a healthy, safe and sanitary manner.

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces.
- Sweep and mop floors and vacuum carpets.
- Wash and sanitize toilets, sinks and restock disposables (e.g. soap). Spot clean walls and toilet partitions.
- Clean kitchen sinks and counters. Wash all finger marks from walls, doors, hardware, windows, glass and mirrors.
- Clean rental units for tenant occupancy.
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
- Report major damages to the Manager of Facility Operations.
- Secure facilities after operating hours by locking doors, closing windows and setting the alarm.
- Keep outside area near exit and entrance clear of snow, cans, paper, debris etc. (lifting heavy items, moving chairs etc.). Assist in keeping the shop clean and organized.

#### ***Education***

- Grade Twelve Diploma with a minimum of 1-3 years of related experience and/or an equivalent combination of education and relevant work experience.
- WHMIS Certificate
- First Aid Certificate

### **HOW TO APPLY**

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: [hr@metiscapital.ca](mailto:hr@metiscapital.ca) or by Fax: 780-452-1076. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.