



Changing Lives • Growing Community

Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Custodian - WEAC

Transitional Services

Job Purpose

The Custodian is responsible for all aspect of cleaning and maintenance inside and outside of the building.

The Women's Emergency Accommodation Centre (WEAC) provides emergency beds, meals, transportation and security for women in a 24-hour-a-day staffed facility.

Duties and Responsibilities

Service/Delivery

- Clean and maintain all areas of the building utilizing a regular cleaning chemical and maintenance schedule.
- Ensure the safe operation of the building and that all areas are in compliance with public health and safety.
- Conduct routine safety inspections of interior and exterior of building.
- Report all structural and building defects to Custodial Supervisor.
- Ensure good working condition of doors, equipment, power outlets, locks etc.
- Attend to facility emergencies as they arise during working hours.
- Ensure the safety, security and cleanliness of the building.
- Provides additional support to the agency or program when needed.
- Other duties may be assigned as needed.

Administration

- Monitoring janitorial supplies and ordering of those supplies and materials as needed.
- Participate in monthly program team meetings and provide feedback and input as appropriate.
- Use problem solving strategies appropriate to addressing conflict in a safe, productive and supportive manner.
- Other duties may be assigned as needed.
- Adhere to program and agency policies and procedures.
- Other duties may be assigned as needed.

Qualifications

Preferred:

- High School completion or equivalent and experience with general maintenance
- Strong interpersonal, communication and teamwork skills with the ability to work with initiative and independence

- Clear Security Clearance, Suicide Intervention, Standard First Aid, Crisis Intervention and WHIMS Certificate
- Clear understanding of professional boundaries and confidentiality
- Non –judgmental, empathetic, creative and enthusiastic qualities
- Broad knowledge of community resources, knowledge of inner city, homelessness, poverty, mental health, addictions, prostitution, abuse and multicultural issues
- A good working knowledge of hand/janitorial tools and supplies

Working Conditions

Shift work and flexibility in scheduling is required. General hours would be:

9:00 am – 5:00 pm Sunday to Thursday

This position is Full-time and must be able to manage and work in a stressful environment

Salary Scale

Starting at \$14.30/hr

Please submit your résumé to:

E-mail: vbird@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.