



JOB DESCRIPTION

POSITION

BUILDING SERVICE WORKER

JOB SUMMARY

The Building Service Worker performs cleaning and janitorial duties for the pool, arenas, offices, and meeting rooms at Strathcona Gardens. Responsibilities include: washing floors, cleaning pool deck, cleaning and disinfecting chairs, tables, lockers, toilets and urinals, stripping and sealing floors, washing windows and mirrors, removing garbage and other tasks. When the facility is open, the Building Service Worker may answer questions from patrons and occasionally may be asked to assist with problem patrons.

JOB DUTIES

- Washes floors
- Cleans and disinfects: chairs, tables, lockers, toilets, urinals
- Strips and seals floors
- Cleans pool deck
- Washes windows and mirrors
- Removes garbage
- Assists with supply requirement through the operations manager
- Answers questions from patrons
- Assists staff with unruly patrons
- Maintains the security of the building by ensuring that all doors and windows are locked at the end of each shift or when areas of the building are not in use, by maintaining order in the behavior of users and patrolling the facility to prevent theft and vandalism
- Sets up tables, chairs and other items as required by user contract specifications
- Follows direction regarding adding or draining pools and adding chemicals as directed
- Performs other duties as assigned

EDUCATION

- Grade 12

EXPERIENCE

- Six months to one year related experience

LICENCES/CERTIFICATES

- Building Service Worker Level 1 and 2 or equivalent
- WHMIS
- A valid B.C. Driver's License (Class 5)

KNOWLEDGE SKILLS AND ABILITIES

- Physical ability to do the work
- Knowledge of the proper and safe use and mixing of cleaning products
- Knowledge of the proper use and care of cleaning equipment – auto scrubbers, floor machines, foam guns, pressure washer
- Ability to provide routine care of equipment used in cleaning
- Ability to answer routine inquiries from patrons
- Ability to read equipment manuals, policies and procedures, memos, MSDS
- Ability to work without direct supervision
- Ability to write notes to supervisor and entries in log book

Safety is Everyone's Responsibility - All facility staff are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their division manager or another appropriate person in a timely manner.

I have read and understand this job description.

Employee

Date

Manager

Date