



The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.

Custodian

Full-time, Continuing

POSITION SUMMARY

Working in a team, the custodian is responsible for providing janitorial services for the University's 270,000 sq. ft. facility. The custodian will work to maintain the cleanliness and tidiness of the facility, including classrooms, offices, meeting/event spaces, apartment and tower residences, and common spaces, furniture, and equipment. The custodian will also be called on to assist set up and tear down for internal and external events.

KEY RESPONSIBILITIES

Custodian duties:

- Cleaning wood, tile, and linoleum flooring.
- Vacuuming and shampooing carpeting and rugs.
- Disposing of trash.
- Stripping and waxing floors.
- Disinfecting surfaces, including desktops, shelves, and other furnishings.
- Keeping an inventory of cleaning supplies and notifying purchaser when reordering is required.
- Using and maintaining heavy-duty cleaning equipment, such as floor buffers, floor scrubbers, swing machine, carpet extractors, commercial vacuums, etc.
- Completing annual deep cleans of all facilities during the summer break.
- Handling of dangerous substances such as biohazardous material from science labs, toxic cleaners, combustible gasses and aerosols, etc.
- Recording all maintenance issues in TopDesk.

Housekeeping duties:

- Understand the policies of the University with respect to work shifts, employee/client possessions, and privacy.
- Perform housekeeping duties including dusting, vacuuming, mopping, cleaning the windows, scouring bathrooms, changing sheets and towels, managing laundry, and keeping the facility neat and tidy.
- Clean, disinfect, and store all cleaning supplies and equipment at the end of the shift.
- Fulfill all cleaning requirements of the tower and apartment residence during the summer break.
- Promptly respond to employee and client needs.
- Inform Supervisor if any accidents or problems occur while performing cleaning services.

Other Duties:

- Setup and tear down for events in a timely manner.
- Receiving orders.
- Opening building when security coverage is required.

- Perform other light cleaning, housekeeping and miscellaneous duties as assigned.
- Perform fire evacuation, emergency response, and first aid duties as required.
- Some grounds maintenance may be required such as assisting with snow clearing at entrances in the winter.

QUALIFICATIONS

- High school diploma or equivalent education and experience considered.
- Experience and knowledge in cleaning practices and techniques.
- Experience and knowledge in using scrubbing and burnishing machines as well as carpet extractors and swing machines.
- Skill in care and use of cleaning materials.
- Awareness of health and safety regulations and procedures.
- Ability to perform routine tasks requiring some manual dexterity as light to heavy physical exertion is required.
- Ability to lift 20 to 30 lbs.
- Ability to carry out tasks in a timely manner, take initiative, and work without direct supervision.
- Flexibility to work in teams or individually.
- Some work experience in a commercial, institutional, or industrial setting is required.
- Ability to communicate effectively and work cooperatively with students, employees and the public.
- Demonstrated time management skills, integrity, reliability, and trustworthiness.
- Ability to exercise basic computer use, in programs such as Outlook.

A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

The King's University follows a standardized salary grid. The salary range for the position is \$35,000 - \$43,000/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).

Human Resources

The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.