

## **Custodian (On-Call)**

Quest is looking for an On-Call Custodian to join our Campus Operations team. The Custodian is responsible for ensuring that the facilities (i.e. hallways, classrooms, bedrooms, washrooms, lounges, etc.) are regularly and properly maintained in order to be safely and comfortably used by Quest's clients (e.g. students, guests, VIPs, etc.) staff, when needed, and are restored once used.

### **Summary of Responsibilities:**

Reporting to the Head Custodian, responsibilities and essential job functions include but are not limited to the following:

- Provide regular maintenance, including cleaning, waste management, and minor repairs/replacement of Quest University's facilities.
- Remove articles from floors and surfaces, placing them in the appropriate areas.
- Move furniture and equipment in connection with cleaning functions.
- Clean all spaces, including floors, walls, windows, stairwells, washrooms, and related surfaces and ensure that they well maintained at a high standard of cleanliness.
- Complete regular sweeping, mopping, floor polishing, and refinishing.
- Utilize brushes, detergents, buffers, floor scrubbers, and other cleaning equipment as required.
- Report issues related to the state (e.g. cleanliness, maintenance, etc.) of the residence facilities, and the building systems (e.g. HVAC, elevators, Fire Safety, etc.), to the appropriate staff.
- Complete all tasks as assigned by the appropriate Coordinator (i.e. Facilities, Campus Services, Maintenance) to ensure that all the spaces (i.e. bedrooms, lounges, studios, etc.) in the residences are properly prepared for pending bookings.
- Participate in inspections of the facilities and equipment as required.
- Wear the proper personal protective safety equipment (e.g. closed-toed shoes, belted pants, gloves, etc.), as mandated.
- Adhere to the health and safety standards, including the safe use of workplace hazardous materials.
- Assist other members of the Facilities and Maintenance teams, as requested, with maintenance, repairs, painting, cleaning or moving of items.
- Other duties as assigned.

### **Qualifications:**

- High School Diploma, or equivalent.
- Basic office skills, including familiarity with Microsoft Office, including Word and Outlook.
- Education or training in custodial services, maintenance, housekeeping services, etc.
- Ability to work independently and as a member of a team.
- A high level of attention to detail.
- An ability to meet the physical demands of the position.
- Good interpersonal/human relations skills.
- An ability to handle multiple tasks simultaneously.
- An ability to work flexible schedule.

Quest is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. *For more information about Quest, visit us online at [www.questu.ca](http://www.questu.ca).*

To Apply: Email a cover letter and your resume in pdf format to [human.resources@questu.ca](mailto:human.resources@questu.ca)

Closing date: Until the position is filled.

Start date: Immediate start

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.**