



Job Posting

- Position:** Custodian Part-Time
- Start Date:** March 24, 2025
- Location:** Buckhorn Community Centre
1782 Lakehurst Road
Buckhorn, Ontario
K0L 1J0
- Hourly Rate:** \$20.00 - \$25.00 DOE (Depending on Experience)
- Hours:** 20 Hours Per Week, Flexible schedule, including days, evenings, and weekends.

The Buckhorn Community Centre is a charity and the hub of our community, providing activities, events, and programs to meet our community's social and recreational needs.

Reporting to the Buckhorn Community Centre (BCC) Facility Manager, the Custodian is responsible for ensuring a clean and safe environment for patrons, volunteers, and staff.

Duties:

- Responsible for deep cleaning high-use areas such as kitchens, bars, washrooms, office, meeting rooms, gym, banquet room, etc.
- Ensures all areas of the building are cleaned as per schedule and health and safety requirements. (vacuuming, wet Mopping, dry Mopping, machine cleaning)
- Completes accurate records of daily maintenance logs as required.
- Monitors an inventory of cleaning supplies and chemicals and informs the Facility Manager of deficiencies.

Experience/Skills:

- Experience in commercial general cleaning and maintenance preferred.
 - First Aid, CPR, and AED Certification preferred.
 - Vulnerable Sector Screening required upon hiring.
 - WHMIS Certification.
 - Physically capable of meeting the demands of the job, including standing, handling material manually, walking, lifting, bending, twisting, making repetitive motions, etc.
 - Demonstrates the ability to work independently, manage time, and multi-task in a collaborative environment.
 - Demonstrates professionalism, a friendly and welcoming demeanor, and respect for protocol and confidentiality.
- **Application Process** Please direct your resume to Judy McWhirter, General Manager, at employment@buckhorncommunitycentre.com by February 28, 2025