

Job Title: Part-Time Custodian

Location: Whyte Ridge Community Centre

Job Type: Part-Time

Reports To: General Manager

Position Summary:

Whyte Ridge Community Centre is seeking a reliable, responsible, and self-motivated **Part-Time Custodian** to help maintain a clean, safe, and welcoming environment for our visitors, staff, and program participants. This position involves routine cleaning, and occasional light maintenance.

Key Responsibilities:

- Clean and sanitize restrooms, floors, hallways, meeting rooms, and common areas.
 - Empty garbage and recycling bins and ensure proper disposal.
 - Refill supplies such as soap, paper towels, and toilet paper.
 - Perform light maintenance tasks (e.g., changing light bulbs, reporting repairs).
 - Ensure building security (e.g., locking/unlocking doors as scheduled).
 - Monitor building for safety or cleanliness issues and report concerns.
 - Assist with seasonal maintenance (e.g., snow shoveling at entrances, salting walkways).
 - Follow cleaning and safety protocols as directed by the General Manager.
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Qualifications:

- Previous custodial or cleaning experience preferred, but not required.
 - Ability to work independently and manage time effectively.
 - Ability to lift up to 40 lbs and perform physical tasks (bending, standing, lifting).
 - Good communication and interpersonal skills.
 - Must be reliable, punctual, and have attention to detail.
 - Availability to work mornings, evenings and weekends as required.
 - A clear Criminal Record Check and Vulnerable Sector Check along with Child Abuse Record Check is required.
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Work Schedule:

- Approx. 10–20 hours per week
 - Flexible scheduling including mornings, evenings and weekends, based on centre activities and bookings
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Compensation:

- Hourly wage based on experience
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To Apply:

Please submit your resume and a brief cover letter to:
generalmanager@whyteridge.ca **on going.**

Applications will be accepted until the position is filled. We thank all applicants for their interest, but only those selected for an interview will be contacted.