



9908-106 Ave
Edmonton, AB T5J 2L8
T. 780.422.2018
E. hr@hopemission.com

Job Description

Job Title : Janitorial Worker
Based at : Downtown Edmonton
Herb Jamieson Center (10014-105A Ave NW)
Hope Mission Main Building (9908-106 Ave NW)
Reports to : Maintenance & Janitorial Coordinator
Hours of work : Full Time (40hrs per week)
Salary : \$16 an hour
Start Date : Immediate
Status : Contract Position, ending April 30, 2023
(with possibility of extending contract or being offered a Permanent Full Time position)

OUR MISSION

To serve, strengthen and uplift men, women, youth and children through the life-changing gospel of Jesus Christ

Job Summary:

The janitorial worker position is responsible for the sanitation of Hope Mission buildings, using chemicals, tools and machines to clean the buildings on a set schedule.

Major Duties and Responsibilities:

- Knowledgeable implementation of the custodial procedures and system.
 - To complete assigned tasks in a timely fashion.
 - Care of assigned Janitorial equipment.
 - Assist facility management staff with tasks required within the scope of the department.
 - Assist in keeping area free of all potential hazard.
 - Receive and follow up on request for unscheduled task.
 - Assist in the maintenance of building security.
 - Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring outside vendor services.
 - Sweeps, vacuums, and mops floors and stairways.
 - Gather and disposal of rubbish and waste materials.
 - Arrange/rearrange tables and chairs for special events and functions.
 - Participate in special events.
 - Sidewalk and parking lot cleaning, snow removal and landscaping operations.
 - Attend staff meetings and training sessions.
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Serving and Caring for People in Need Since 1929



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Minimum Qualifications and Skills:

- High School diploma or equivalent
- Physically fit and able to lift 50lbs/23kg or more
- Ability to prioritize and multi task
- Good communication and people skills
- Ability to follow oral and written instructions.

Other Requirements:

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith.
- **Must be legally entitled to work in Canada on a full-time basis.**
- Able to provide Criminal Record Check and Vulnerable Sector Search
- A letter of reference from a ministry or church is an asset
- Adherence Hope Mission's Policies and Procedures.

To Apply, please send:

1. Resume,

TO: Hope Mission Human Resources: hr@hopemission.com

We thank all applicants for their interest; however only those candidates selected for an interview will be contacted.