



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

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: \$18 an hour
Start Date: Immediate
Status: Contract Position
(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.

Minimum Qualifications and Skills:

Serving and Caring for People in Need Since 1929

- 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 to Hope Mission's Policies and Procedures.
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To apply, please send resume to:

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

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