



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

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Facility Attendant/Préposé(e) à L'entretien

Job ID	B2-6C-86-0A-24-46		
Web Address	https://careers.indigenous.link/viewjob?jobname=B2-6C-86-0A-24-46		
Company	Bishop's University		
Location	Sherbrooke, Quebec		
Date Posted	From: 2021-07-22	To: 2022-01-18	
Job	Type: Full-time	Category: Cleaning Services	
Job Salary	Class(e) 5: 19.40\$ To/À 24.57\$ Per Hour/de Lâ€™heure (APBU â€™ Unionized Position/poste		
SyndiquÃ©)			
Languages	English - Anglais /French - FranÃ§ais		

Description

POSTING 21-35 (Regular Full-Time Position)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Facility Attendant for a regular full-time position in the Buildings & Grounds department. Reporting to the Facility Services Manager, the incumbent will perform daily upkeep tasks such as facility cleaning, minor repairs and event set up. The incumbent will maintain facilities that will foster a culture of pride and ownership maintaining a clean and attractive environment (indoors and outdoors) conducive to productive work, learning and Health and Safety standards.

This position has a workweek of 37.5 hours from Monday to Friday. Please note that the working schedule can vary depending on the yearly requirements; which can include nights and weekends as necessary.

Nature of Duties & Responsibilities

- Cleans, sweeps, dusts, mops, and washes floors, walls, and windows;
- Scrubs, strips, seals, waxes, buffs, and burnishes areas and objects as required;
- Empties trash cans and other waste containers and carries them to designated areas for proper disposal;
- Brings the large recycling bins outside of building for proper disposal as per the established schedule;
- Washes and disinfects washroom floors, toilets, toilet seats, hand dryers, paper dispensers, door handles and fixtures, mirrors, walls, toilet partitions, and dusts furniture and fixtures as required;
- Performs all tasks using the proper tools, equipment, and processes whilst ensuring compliance to health and safety procedures;
- Maintains storage and janitorial areas, equipment, tools, materials, and supplies in a safe and organized manner, and requests supplies in a timely manner to perform work adequately;
- Performs minor repairs & maintenance, and submits work orders as appropriate;
- Performs snow removal and distribution of salt on stairways and entrance ways into the facility
- Prepares rooms for events by doing set up /take down of chairs, tables, coats racks etc. according to set up plans.
- Changes clock time and batteries as required
- Oversees the overall security of buildings by providing aid in emergency situations, changing light bulbs, and safekeeping keys ring allocated to area of responsibility;
- Other tasks as assigned.

AFFICHAGE 21-35 (rÃ©gulier Ã temps plein)

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishop's recherche un PrÃ©posÃ©(e) Ã L'entretien pour un poste rÃ©gulier Ã temps plein. Se rapportant au gestionnaire du service d'entretien, le titulaire effectuera des tÃ¢ches d'entretien quotidiennes telles que le nettoyage des installations, les rÃ©parations mineures et la mise en place d'Ã©quipements. Il maintiendra un environnement propre et attrayant (intÃ©rieur et extÃ©rieur) propice au travail productif et Ã l'apprentissage, de faÃ§on Ã favoriser une culture de fiertÃ© et d'appropriation, par l'entretien des installations et le respect des normes de SantÃ© et de SÃ©curitÃ©.

La semaine de travail de ce poste est de 37.5 heures, du lundi au vendredi. Il est Ã noter que l'horaire de travail peut varier en fonction des besoins; incluant soirs et week-ends lorsque nÃ©cessaire.

Nature des tÃ¢ches

- Nettoyer, balayer, Ã©pousseter, passer la vadrouille et laver les planchers, murs et fenÃªtres;
- RÃ©curer, dÃ©capier, sceller, cirer, et polir les endroits et objets au besoin;
- Vider les poubelles et autres corbeilles;
- Apporter les bacs de recyclage Ã l'extÃ©rieur selon le calendrier Ã©tabli;
- Nettoyer et dÃ©sinfecter les planchers des toilettes, les toilettes, les siÃ©ges de toilette, les sÃ©choirs Ã mains, les distributeurs de papier, les poignÃ©es de porte, les appareils, les miroirs et les cloisons et Ã©pousseter les meubles et appareils au besoin;
- Effectuer les tÃ¢ches en utilisant les outils, Ã©quipements et procÃ©dures appropriÃ©s tout en s'assurant la conformitÃ© avec les rÃ©gles de santÃ© et sÃ©curitÃ©;
- Entretien des endroits d'entreposage et d'entretien mÃ©nager, les Ã©quipements, outils, matÃ©riaux et fournitures de faÃ§on sÃ©curitaire

et organiser et faire les demandes d'acquisition de fournitures en temps opportun afin d'effectuer le travail adéquatement;
-Effectuer le déneigement et la distribution du sel dans les escaliers et les voies d'entrée dans l'installation;
-Préparer les salles pour les événements en installant/démontant les chaises, les tables, les supports et autres, selon les plans d'installation;
-Modifier l'heure sur les horloges et les piles électriques, au besoin;
-Effectuer des réparations mineures et soumettre des bons de travail lorsqu'approprié;
-Surveiller la sécurité générale des installations en fournissant un service d'aide en situation d'urgence, remplacer les ampoules et assurer la garde de l'anneau de clés alloué à la zone de responsabilité;
-Effectuer toutes autres tâches connexes au besoin.

Experience

-1 à 3 années d'expérience pertinente

-1 to 3 years of similar experience

Education Requirements

-Diplôme d'études secondaires ou professionnel (DES/DEP)

-High School or Professional diploma (DES/DEP)

Essential Skills

-Basic knowledge of English and French

-Connaissance de base de la langue anglaise et de la langue française

Weight Handling

Intense and medium efforts / Efforts intenses et moyens

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by August 8th , 2021 before 4:00 pm to careers@ubishops.ca.

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez d'ici le 8 Août 2021, 16 :00 à careers@ubishops.ca