



BUILDING SERVICE WORKER I – REGINA

Casual

INTERNAL/EXTERNAL POSTING: #2018-07

Posting Date: April 30, 2018

Closing Date: May 10, 2018

Salary Band 3: \$25.22 - \$27.36/ per hour

POSITION RESPONSIBILITIES:

Reporting to the Controller, the Building Service Worker I provides building management services as follows:

- Vacuums, dusts, sweeps, mops, washes and waxes offices, rooms, hallways, kitchen areas, meeting rooms, etc.
- Maintains cleanliness of washrooms by cleaning toilet facilities and sinks, and restocking towels, soap and other items.
- Collects and disposes of refuse.
- Performs minor maintenance work including painting, wall repair, etc.
- Assists in cleaning and removal of snow from walks and driveways.
- Performs routine gardening chores such as mowing and watering lawns.
- Moves furniture and heavy equipment.
- Loads and unloads trucks.
- Performs other duties as assigned.

QUALIFICATIONS & KNOWLEDGE:

- Knowledge of maintenance and cleaning requirements.
- Ability to perform duties relatively independently.
- Ability to work efficiently in a team environment
- WHIMS certificate preferred

HOURS OF WORK

This is a casual position, there is no guarantee of hours; this position will be utilized to fill in for sick leave and vacation as needed. Daily hours of work are either 7:00 a.m. to 3:30 p.m. OR 1:00 p.m. to 9:30 p.m. (Monday – Friday).

APPLICATIONS:

Please forward your detailed resume along with a cover letter which cites the posting number and outlines your knowledge skills and ability relative to the position, **by 4:30 p.m.** on the closing date to:

Human Resources, SGEU

1011 N Devonshire Dr

Regina, SK S4X 2X4

E-mail: recruitment@sgeu.org

SGEU is committed to employment equity objectives, and we invite applications from all qualified individuals.

All applicants are requested to describe in their application where they have gained their knowledge, skills and abilities and how their experience relates to the position. This information will be used to screen applications. Please quote the posting number(s) for which you are wishing to be considered. **USW Local 9841 will be given first consideration.**

Only Candidates selected for an interview will be contacted.

www.sgeu.org

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