

## Custodian

Full-time salaried

Anticipated start date is mid-August

Monday to Friday, 6:30am to 2:30pm

The custodian will be responsible to keep assigned spaces and/or buildings in a clean and tidy condition at all times. S/he will be familiar with basic caretaking techniques and equipment and will have a personality, that will contribute to the friendly and engaging image, which the institution wishes to project to all students, visitors, faculty and staff. CMU offers a comprehensive benefit package with this position.

### Responsibilities:

- Open buildings and turn off alarms at 6:30am Monday to Friday
- Able to relate well with internal staff and students and project a positive image of the institution at all times
- Ability to initiate improvements to caretaking procedures in consultation with supervisor
- Able to work under minimal supervision and complete assigned tasks with competence. Able to help others in the use of caretaking equipment
- Able to carry out required tasks using standard equipment. Ability to learn new basic skills and use of more advanced equipment
- Familiar with the working of the unit and its importance to the well-functioning of the institution as a whole
- Able to set priorities for her/his own work. Able to make independent decisions on matters defined by the supervisor
- Willing and able to routinely perform assigned tasks on an ongoing basis and to assist other staff as needed
- Will be available for work during regular office hours which at times might include shift work and week-ends

### Typical daily tasks:

- Vacuuming of floors in designated areas
- Cleaning Bathrooms
- Washing Floors
- Setting up rooms
- Breaking down cardboard boxes and moving to outdoor recycling bin
- Taking out garbage
- Washing Windows
- Dusting
- Seasonal cleaning as required including snow removal from entrances and walkways
- Other related work assignments as required

### Working Conditions:

- Intense physical activity, at times heavy lifting
- Occasional work in hot and cold environments
- Capable of understanding and working with cleaning chemicals (WHMIS)
- Willingness to work alone with an established routine

Qualifications:

- A commitment to the Christian church and the mission of CMU
- Ability to handle stress created by the demands of a wide variety of user groups
- Good inter-personal skills in relating to support staff, colleagues, students, faculty, and clients in a positive, friendly and effective way
- Strong interpersonal and communication skills
- Capable of understanding and working with WHMIS material safety guidelines
- Experience in custodial work preferred

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204-594-0532. Applications should be submitted immediately and will be accepted until this position is filled. Applicants should send a resume along with the names of three references, in confidence to:

[hrdirector@cmu.ca](mailto:hrdirector@cmu.ca)

or

Director of Human Resources  
Canadian Mennonite University  
500 Shaftesbury Blvd.  
Winnipeg, MB R3P 2N2