

Custodian

Full-Time, 1.0 Full-Time Equivalent (FTE), Permanent

As a Custodian, you are responsible for maintaining assigned spaces and buildings in a clean, safe, and welcoming condition. In this position, you are familiar with basic custodial techniques, safe work practices, and the use of cleaning equipment. As a Custodian, you play an integral role in helping to create a positive and welcoming environment for students, visitors, faculty, and staff.

KEY AREAS OF RESPONSIBILITY

Daily Cleaning Tasks

- Vacuum floors in designated areas.
- Clean and sanitize washrooms.
- Sweep and wash floors.
- Empty garbage, recycling, and compost.
- Wash windows.
- Dust surfaces.
- Wipe tables and desks.
- Assist other custodians with assigned tasks as needed.

Facility Set up

- Ensure classrooms and assigned spaces are prepared prior to class/use start times.
- Assist with office set ups as needed.
- Support Facilities staff with venue set-up for events.
- Complete with other set-up tasks as required.

Seasonal Maintenance

- Clear entrances of snow and ice in winter months.
- Monitor ice hazards at entrances and take appropriate safety measures.
- Sweep leaves and other debris away from entrances.
- Wax floors during summer months.

General Upkeep

- Follow and adhere to safe work protocols to ensure building cleanliness and safety.
- Perform periodic building maintenance and upkeep as needed.
- Organize and maintain supply closets.
- Monitor inventory and place orders for cleaning supplies.
- Clean and maintain custodial tools and equipment.

WORKING CONDITIONS

Custodians are required to perform tasks that involve physical activity including lifting heavy objects, bending, stretching, walking, and working in varying environment conditions (hot or cold). This position uses standard cleaning equipment and chemicals and must follow safety protocols to ensure a safe working environment for all. Flexibility in work hours is occasionally required for special events or additional seasonal tasks.

WHAT YOU OFFER

- A commitment to the Christian faith, the church, and the mission of CMU.
- High school education; a combination of experience and education may be considered.
- Previous custodial or facilities maintenance experience.

- Energetic, proactive, and attentive to detail.
- Self-motivated and adaptable, with the ability to work independently and in a team environment.
- Creative and resourceful in problem-solving.
- Capable of learning and operating standard and specialized cleaning equipment.
- Ability to receive and follow instructions both verbally and electronically.
- Availability to work during regular office hours, with flexibility for shift work and weekends as needed.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matched Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program (EAP)
- Free Meal Program

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and resume to hrdirector@cmu.ca. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until filled.

Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.

If accommodations are needed, please send your request to hrdirector@cmu.ca.