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## Custodian – Early Learning

### Description

**Are you a dedicated and detail-oriented individual looking for a meaningful opportunity to contribute to a safe and well-maintained environment?**

At e4c, we're seeking a Custodian to ensure our facilities are clean, safe, and welcoming for all. You will have the opportunity to directly impact the day-to-day operations by maintaining a clean and functional space, supporting our teams, and helping to create a positive environment for everyone who uses our facilities.

### Responsibilities

#### Important work you will do at e4c

- Clean and maintain all areas of the building according to a regular schedule.
- Perform ground maintenance, including lawn mowing, weed control, hedge trimming, and snow removal.
- Conduct minor equipment and building maintenance, reporting defects to the Facility Manager.
- Supervise service contractors and ensure accurate billing for completed work.
- Oversee deliveries and prepare rooms for meetings and special events.
- Act as the on-call contact for security issues, including property vandalism.
- Provide direction and support to the part-time custodial assistant and deliver supplies to satellite sites.

### Qualifications

#### What you bring to the team

- You possess a High School Diploma.
- You are certified in WHMIS.
- You have completed a Police Information Check with Vulnerable Sector Check and an Intervention Record Check.
- You have at least 1 year of experience in a Custodian or Maintenance role, with a preference for previous commercial or industrial cleaning experience.
- You have experience with minor facility repairs and working as part of a multi-disciplinary team.

### Job Benefits

#### Salary and Benefits

- Competitive Industry Wage
- Robust Benefits Package
- RRSP Matching
- 3 Weeks Paid Vacation
- Paid Sick Time
- Professional Development Opportunities
- Employee Family Assistance Program (EFAP)

### Hiring organization

e4c

### Employment Type

Full-time

### Education

Prior to successful employment with e4c, applicants are required to submit a Police Information Check with Vulnerable Sector Check and Intervention Record Check (IRC).

Please apply for your Police Intervention Check with Vulnerable Sector Search via your local RCMP detachment or Edmonton Police Service.

You are encouraged to apply for your Intervention Record Check immediately. There is no cost to apply for an IRC. To access the IRC application form click below. Please email your completed form with picture ID to [CS.IRCEdmonton@gov.ab.ca](mailto:CS.IRCEdmonton@gov.ab.ca)

Please include the position(s) title you are applying for in the subject line.

**Contacts**  
**Apply Now!**

Please send a thoughtful cover letter and resume to [careers@e4calberta.org](mailto:careers@e4calberta.org).

Further information about the job, please click the link: [Custodian as 20240819](#)

**Background Process & Requirements**

Prior to successful employment with e4c, applicants are required to submit a clear Police Information Check with Vulnerable Sector Check and clear Intervention Record Check.

**Job Location**

1142 Hermitage Rd NW, T5A 4L4,  
Edmonton, AB, Canada

**Working Hours**

•Monday to Friday, salaried position  
40 hours per week.

**Date posted**

August 19, 2024