

# JOB OPPORTUNITIES FOR MEMBERS



## Building Service Worker

Application Deadline: **noon on June 27, 2024**

**WE ARE LOOKING TO BUILD** up our staff team with people who have **courage and commitment to help our members win in the workplace and in the community.**

We currently have an opening for a casual Building Service Worker (BSW) at our Provincial office and we are seeking applications from HEU members with **extensive BSW experience** to fill this casual position to cover vacation relief, flex days, and special assignments. The applicant must be available to cover either shift as required (6:45 a.m. - 3:15 p.m. / 2:00 p.m. - 10:00 p.m.).

### Summary of Work

Performs a variety of cleaning duties, building services and minor repairs related to the functions and maintenance of the building premises.

### Duties and Responsibilities

#### *REGULAR CLEANING*

- Vacuums carpeted areas including conference areas, common areas, offices and workstations (pods)
- Sweeps and wet mops non-carpeted areas including foyer, washrooms, lunchroom, stairs, hallways, elevator, mailroom and gym
- Empties garbage and recycling bins from offices and workstations
- Cleans and services washrooms and shower rooms including floors, toilets, urinals, sinks and counters, garbage removal. Replenishes supplies including soap, foam, paper towels and toilet papers
- Cleans and services lunchroom including floors, sinks, counters, chairs and tables, appliances, coffeemachines and garbage removal
- Cleans and sanitizes common areas including stair railings, entrance door handles and elevator panels

#### *PERIODIC CLEANING*

- Shampoos and spot cleans carpeted areas
- Performs floor work including stripping, scrubbing, waxing and polishing of non-carpeted flooring
- Cleans inside windows and window sills
- Cleans upper and outside windows
- Cleans inside and outside of front entrance glass
- Cleans doors, tiled walls and other fixtures

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## ***BUILDING SERVICES***

- Transports heavy supplies, furniture, fixtures or equipment manually or using equipment aids on premises
- Checks stock of paper supplies in various areas and restocks as required
- Assembles, disassembles and relocates office furniture and fixtures as required
- Performs installation of furniture parts including keyboard trays and locking devices
- Transports items to/from other operating locations of the employer
- Transports pool vehicles to service centres for servicing. Ensures pool vehicles are clean, have fuel and the tires are in good running order
- Waters plants
- Checks and clears ice and snow from driveways and sidewalks
- Performs courier services including mail pick-up/drop-off
- Performs security check of the building at close-up time

## ***CONFERENCE SET-UPS***

- Checks meeting room schedule and instructions for layout daily. Sets up, cleans and takes down conference rooms

## ***MINOR REPAIRS AND MAINTENANCE***

- Reports to designated Manager of any noted repairs and servicing requirements
- Replaces light bulbs, fluorescent tubes
- Maintains janitorial equipment including changing hoses and belts
- Orders and stocks janitorial and kitchen supplies
- Adjusts temperature as needed Other related duties as assigned

## **Required knowledge, abilities and skills**

- Ability to organize work
- Ability to follow instructions and to work well with others
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Good knowledge of cleaning procedures
- Ability to perform minor repairs and maintenance

## **Qualifications**

- Grade 10 or an equivalent combination of education, training and experience.
- Valid Class 5 Driver's License required

## **Working Conditions**

May be required to work some evenings and weekends and may be required to travel. Shifts - two shifts: 6:45 a.m. - 3:15 p.m. / 2:00 p.m. - 10:00 p.m.

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## To Apply

Please email your resume including your local, updated address and a detailed letter, outlining how you meet the qualifications and experience criteria for the position, to [jobapplication@heu.org](mailto:jobapplication@heu.org) (**subject line: Building Service Worker - Casual - Your Name**) by noon on June 27, 2024.

## Selection Process

Only candidates who demonstrate they meet all of the qualifications and experience criteria will be interviewed/tested.

Candidates who are not successful in the interview/testing will be notified by email and will, upon request, be provided with feedback on their performance in the interview process.

HEU is an equal opportunity employer. We are committed to being a workplace that is free of discrimination, values diversity and is representative of the communities we serve.

We strongly encourage applications from members who identify as Indigenous, people of colour, women, people with disabilities and 2SLGBTQ+.

If you have any questions, please email [jobapplications@heu.org](mailto:jobapplications@heu.org).