RESOURCE OPPORTUNITIES CENTRE

Prospect Road Community Centre
FOR COMMUNITY, BY COMMUNITY

Building Custodian - *Casual*

Job Details

Location: Prospect Road Community Centre, 2141 Prospect Road, Hatchet Lake
*NOTE: The PRCC is not located on a public transit route. All candidates must have a driver's license, access to a vehicle and/or reliable transportation.

Salary: The starting wage for this position is $17/hr + 4% vacation pay (dependent on experience)

Benefits:

- Free Fitness Centre Membership
- Opportunities to participate in PRCC Recreational/Sport Programs
- Free Professional Development Opportunities.

Start Date: ASAP

Shift Schedule: Casual position with shifts available mornings, evenings, and weekends. Shifts average 6 hours.

About Us

Prospect Road Community Centre is a grassroots organization, built for the people, by the people. We are a welcoming hub for residents of all ages, offering recreational programs, childcare, community events, and facility rentals, all driven by the needs and voices of the community we serve. We're looking for a friendly, organized, and dependable building custodian to join our team.

Position Summary

Reporting to the Head Custodian, the Building Custodian helps keep our community centre clean, safe, secure, and welcoming. Responsibilities include daily cleaning and tidying of the facility and grounds, waste and recycling management, event set-up and take-down, light maintenance, and snow and ice removal. The custodian also supports building security by locking up after hours and reporting any maintenance or safety concerns to the Head Custodian and management. All duties are performed in compliance with WHMIS and safe work practices.

Responsibilities:

- Report all cleaning and maintenance issues affecting the community centre and grounds to the Head Custodian on a regular basis
- Maintain the overall cleanliness, maintenance, and security of the facility
- Keep the interior, exterior, grounds, contents, and furnishings clean, tidy, sanitary, and in good appearance
- Sweep, mop, vacuum, and disinfect floors, washrooms, kitchens, and high-touch surfaces; restock washroom and cleaning supplies
- Follow safe work practices and WHMIS regulations to protect yourself, members, staff, volunteers, and the public
- Store, label, and handle cleaning chemicals and equipment safely
- Ensure waste and recycling containers are in place, used correctly, and emptied; keep the interior and exterior free of rubbish
- Change light bulbs, repair fixtures, and perform minor, unskilled maintenance
- Notify management in writing when major repairs or upgrades to building systems are needed
- Set up and take down tables, chairs, staging, and equipment for events such as banquets and meetings, using ladders and scaffolding when necessary

- Clean and set up rooms according to management's instructions
- Turn off lights in storage rooms, mechanical rooms, and unused spaces when leaving
- Resolve unsafe situations where possible and report them to management; contact emergency authorities if the situation is serious
- Monitor building security and safety, including locking doors after hours and checking that electrical appliances are off and not creating hazards
- Ensure no one re-enters the building once it has been locked and secured
- Remove snow and ice from assigned walkways and entrances, and spread salt as needed
- Complete cleaning checklists or logs, as required
- Perform other related duties as assigned by the Head Custodian or management

Qualifications

Minimum Requirements:

- First Aid, CPR, and WHMIS certification (or willingness to obtain)
- Legal entitlement to work in Canada and Nova Scotia residency for at least six months before the start date
- Successful Child Abuse Registry screening
- Driver's licence or reliable transportation
- Ability to lift up to 25 kg (50 lbs), and to stand, bend, climb, and walk for extended periods
- Mature, reliable, and experienced in a related field (preferred)

Note: proof of all the above will be required.

Job Specific Requirements:

- Comfortable working at heights using ladders and scaffolding safely
- Availability for flexible hours, including evenings, weekends, and early mornings, with occasional weather-related call-ins for emergency snow removal
- Ability to work independently and follow written and verbal instructions
- Good communication skills and a respectful, service-oriented approach with members, staff, volunteers, and the public
- Willingness to be trusted with keys and building access

Application Instructions:

1. Send cover letter & resume via email to **iain@prospectcommunities.com**. Please include the position title in the subject line.
2. Drop off cover letter & resume at 2141 Prospect Road, Hatchet Lake, Nova Scotia, B3T-1S1. Please enclose in a sealed envelope with the position title noted on the envelope.

Application Deadline: November 22nd, 5pm, [Only candidates selected for an interview will be contacted. Interviews will be scheduled following the application deadline.]