



## **CUSTODIAN & MAINTENANCE POSITION**

### **COMPANY OVERVIEW:**

OSTEN & VICTOR Alberta Tennis Centre, is a brand new \$10-million dollar tennis facility located in Southeast Calgary. The Centre opened in the spring of 2016. The Alberta Tennis Centre is Canada's Tennis Facility of the Year winner for 2017. The OSTEN & VICTOR Alberta Tennis Centre is also host of the largest indoor professional tennis event in Canada.

A not-for-profit organization, the Centre has welcomed the local community with year-round access to eight indoor courts, five or six outdoor championship courts, multiple court viewing areas, a fitness studio, pro shop, hospitality services and onsite parking. The Centre has become the heart of Calgary's growing tennis community and has redefined the standard for major tennis facilities across Canada.

For more information visit: <http://www.albertatenniscentre.ca>

### **POSITION OVERVIEW:**

Keep building in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

### **EMPLOYMENT TERMS:**

**Vacancies:** 1

**Job Start Date:** as soon as possible

**Starting Salary:** \$17.00 - \$19.00 per hour

**Hours:** 30.00 to 40.00 Hours / Week

- Disability Benefits, Employee Benefits (Medical/Dental), Facility access, uniform

**Terms of Employment:** Permanent, Full Time

**Employer:** OSTEN & VICTOR Alberta Tennis Centre

### **JOB LOCATION:**

295 - 90 Avenue SE, Calgary, Alberta, T2J 0A1

### **EMPLOYEE SKILLS:**

**Working Setting:** Recreational Sport Facility

**Security and Safety:** Criminal record check

**Work Conditions and Physical Capabilities:** Attention to detail, standing for extended periods, combination of sitting, standing, walking, lifting objects up to 50 pounds.

**Transportation/Travel Information:** None

**Additional Skills:** Carry out management or administrative duties

## **MAIN DUTIES, TASKS & RESPONSIBILITIES:**

### **CUSTODIAN & MAINTENANCE**

Clean and care for buildings and facilities in order to ensure they are maintained in a safe and healthy manner.

#### **Custodian Main Activities:**

- Clean offices, and recreational facilities including vacuuming Tennis Courts, Locker Rooms, Fitness and Restaurant areas;
- Mop tile and concrete floor areas;
- Vacuum all carpeted areas;
- Dust all furniture and fixtures as required;

- Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures;
- Clean all mirrors;
- Replenish toilet tissue and soap as needed;
- Empty all waste baskets and garbage cans;
- Place garbage in outside storage bin;
- Clean entrance and exit including glass, doors and hardware;
- Keep outside area near exit and entrance clear of snow, cans, paper, etc.;
- Clean, wash and disinfect drinking fountains;
- Wash all finger marks from walls, doors, hardware and glass;
- Clean kitchen sinks and counters;
- Wash and buff floors with floor polisher;
- Wash entrance and exit floors;
- Spot clean walls and toilet partitions;
- Vacuum and/or power wash tennis courts;

Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public

**Main Activities:**

- Secure storage areas;
- Ensure cleaning materials and supplies are stored in a safe and orderly manner;
- Maintain an adequate supply of cleaning materials and supplies;
- Restock materials and supplies;
- Make note of the need for equipment repairs
- Perform other related duties as required

**Maintenance Main Activities:**

- Perform and/or report minor maintenance repairs;
- Report damages and acts of vandalism;
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures;
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created;
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks;
- Notify managers concerning the need for major repairs or additions to building operating systems;
- Remove snow from sidewalks and spread snow melting chemicals;
- Requisition supplies and equipment needed for cleaning and maintenance duties;
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings;

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE:**

The incumbent must have proficient knowledge in the following areas:

- knowledge of standard cleaning procedures, chemicals, products and equipment
- Knowledge of the Workplace Hazardous Materials Information System

The incumbent must demonstrate the following skills:

- team building; decision making skills; problem solving skills; effective verbal and listening; communications skills

**PERSONAL ATTRIBUTES:**

- candidate must be punctual and dependable;
- ability to read and understand labels and instructions, particularly on the use and application of cleaning chemicals and products;
- ability to work under little supervision;
- time management skills;
- ability to work with little or no supervision

**SKILLS:**

The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy;
- be respectful;
- be flexible;
- demonstrate sound work ethic

The incumbent would normally attain the required knowledge and skills through related experience and completion of a Workplace Hazardous Materials Information Systems courses. Equivalencies will be considered.

**APPLICATION PROCESS & FOR MORE INFORMATION:**

Potential candidates are asked to submit a covering letter summarizing the candidate's qualifications, Resume and salary expectations via email to:

ATTENTION: Mr. Danny Da Costa, General Manager

OSTEN & VICTOR Alberta Tennis Centre

Email: [careers@albertatenniscentre.ca](mailto:careers@albertatenniscentre.ca)

Web: <http://www.albertatenniscentre.ca>

Please note, only those selected for an interview will be contacted.

CLOSING DATE: This job posting closes April 15, 2018