

Position: House person – HOUSING DEPARTMENT

Reporting to: Housing Manager, Supervisor and Coordinators

Objective: To assist the housing coordinator with all housing facilities for Charleston Residence.

Responsibilities:

- Checking residents out of housing, ensuring that they are following the check-out procedure in the "conditions of residence" as outlined in the renters contract
- Responsible for delivering and picking up internal and external mail at the Ski Hill and Post Office and running any additional errands
- Deliver any messages or memos to residents
- Opening laundry rooms at the appropriate times
- Report maintenance problems to the appropriate department
- Garbage Removal
- Responsible for general cleaning inside and outside of building. Vacuuming hallways and main lobby and mopping basement floors and removing any litter you see outside and inside building
- Cleaning units and moving furniture when needed
- Clean and organize housekeeping rooms and supplies
- Tidy gym when needed
- Request supplies when needed
- Maintaining storage and lost and found rooms
- Provide assistance and or information to employees and the general public
- Attend staff meetings with: questions, concerns or ideas
- Ensure the wearing of only issued uniforms
- Conduct yourself in a professional manner
- To operate company vehicles under the rules and regulations of the employer and the Highway of Alberta Act
- All other related duties as required by Management

Requirements:

- Must be in good physical health
- Ability to work by yourself without direct supervision and to take initiative
- Customer Service skills
- Must be able to lift and maneuver heavy objects on stairs
- Attention to detail
- Must be motivated and able to work well in a team environment

Qualifications:

- High School certificate/diploma
- Driving license preferred

Other Notes:

- Location: Charleston Residence
- Employment period: Full time, year round
- Subsidized accommodation: available
- Various discounts available

