

# ON-CALL CARETAKER



For 25 years, Edon Management has delivered quality facilities and asset management services throughout Alberta. We recognize the importance of every team member in our success and we're looking for you to join our innovative and knowledgeable team! We encourage personal development and foster a culture that provides both opportunity and work-life balance. To find out more about Edon Management, visit [www.edonmgmt.com](http://www.edonmgmt.com).

## Here's what's waiting for you...

As an On-Call Caretaker based at the Red Deer Provincial Building, you will be responsible for ensuring peak cleanliness in accordance with Edon's standards and facility contract requirements.

- Part-time, on-call work
- Weekday and weekend coverage availability
- Competitive wage and cellphone allowance provided
- Supportive, highly functional team

## Here's how you'll make a difference...

### Major Responsibilities

- Complete caretaking tasks such as dusting, spot washing, polishing, vacuuming, carpet cleaning, floor buffing, sweeping and mopping
- Respond to urgent clean-up situations in a timely manner
- Service and maintain cleanliness of washrooms
- Ensure waste is disposed of according to facility standards
- Move furniture, equipment, and supplies as required
- Portray a favourable image of the organization as a front-line contact with clients and tenants

### Experience & Qualifications

- Basic understanding of English (reading and writing)
- Previous caretaking experience considered an asset
- Valid Driver's License and personal vehicle considered an asset
- Live in Red Deer, AB
- Strong customer relation skills

A detailed job description can be requested by emailing [centralcareers@edonmgmt.com](mailto:centralcareers@edonmgmt.com).

## Apply Today!

If you like a challenge and want to be part of a **dynamic team** in a growing company...

Email your resume to [centralcareers@edonmgmt.com](mailto:centralcareers@edonmgmt.com) stating Job No. 4RD04022018 in the subject line.

Fax your resume to 403-341-0626 with a cover page stating Job No. 4RD04022018.

Drop off your resume to reception at: Suite 302, 4920 51 St. Red Deer, AB T4N 6K8

All resumes will be considered, but only those candidates selected for an interview will be contacted. Thank you for your interest in employment with Edon Management.