

# 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 in Calgary, you will maintain building cleanliness according to Edon's standards and contract requirements.

- Part time, casual labour
- Potential for day, evening, or weekend shift work

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

### Major Responsibilities

- Ensure the facility maintains superior cleanliness standards while servicing washrooms, vacuuming, sweeping and mopping floors, polishing glass, spot washing walls and emptying garbage containers
- Set up and break down all tables, chairs, drapery, staging and other items in accordance with facility contract requirements for client events
- Respond to emergency clean-up situations
- Adhere to Edon's Health & Safety Program and Standard Operating Procedures at all times
- Portray a favourable image of the organization as a front-line contact with clients, including wearing appropriate attire and identification

### Experience & Qualifications

- Previous janitorial experience considered an asset
- Previous setup and teardown experience considered an asset
- Basic understanding of the English language (reading and writing)
- Professional customer relations skills
- Owns personal vehicle and has a valid Driver's Licence

A detailed job description can be requested by emailing [southcareers@edonmgmt.com](mailto:southcareers@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 [southcareers@edonmgmt.com](mailto:southcareers@edonmgmt.com) stating Job No. 4C03012018 in the subject line.

Fax your resume to 403-259-8851 with a cover page stating Job No. 4C03012018.

Drop off your resume to reception at 1441 Hastings Cres. SE, Calgary, AB, T2G 4C8.

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.