

EVENING CARETAKING SUPERVISOR



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 are looking for you to join our innovative and knowledgeable team! For more information, please visit www.edonmgmt.com.

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

As a Caretaking Supervisor for a building portfolio in Calgary, you will be responsible for overseeing caretaking staff and ensuring peak cleanliness in accordance with contract requirements. The successful candidate must possess a valid Driver's Licence and clean Driver's Abstract as the position requires travel between buildings during the shift.

- **Part-time evening position (6:00 – 10:00 PM)**

Competitive Compensation Package includes:

Cell Phone Allowance

Mileage Reimbursement

Competitive Salary

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

Major Responsibilities

- Ensure public facility areas are maintained in accordance with Edon Management's standards and facility contract requirements
- Provide leadership and training to caretakers in the proper care and cleaning of facilities
- Provide input into caretakers' performance management, including performance evaluations, discipline activities and hire/fire recommendations
- Conduct performance reviews of caretaking staff
- Perform hands-on caretaking duties as per assigned cleaning schedule or as vacation/sick coverage
- Conduct caretaking inspections at various sites
- Ensure housekeeping storage rooms and equipment are maintained
- Liaise with clients to address custodial requests and issues

Experience & Qualifications

- 2+ years in a caretaking supervisory role
- Experience in floor cleaning including stripping and waxing, push and ride-on auto scrubbers, swing machines and carpet cleaning
- Strong command of the English language (reading and writing)
- Good customer relations skills
- Excellent knowledge of custodial practices
- Valid Driver's License and clean Driver's Abstract

A detailed job description can be requested by emailing southcareers@edonmgmt.com.

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 4C03122018 in the subject line.

Fax your resume to 403-259-8851 with a cover page stating Job No. 4C03122018.

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.