

CARETAKER



For over 20 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.

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

As a Caretaker based in Red Deer, you will be responsible for maintaining cleanliness of facilities in accordance with Edon Management standards and facility contract requirements.

- Part-time
- Evening hours (4:30 p.m. to 9:30 p.m.)
- Supportive, highly-functional team
- Contract for 6 months, with possibility of extension

Competitive Compensation Package

Evening Availability

Competitive Wage

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

Major Responsibilities

- Ensure cleanliness of four site facilities by completing caretaking tasks (e.g. dusting, polishing, spot washing, vacuuming, carpet cleaning, floor buffing, sweeping and mopping)
- Move heavy furniture, equipment and supplies as required
- Service and maintain optimal cleanliness of washrooms
- Respond to urgent clean-up situations in a timely manner
- Attend safety and other related caretaker meetings as scheduled
- 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)
- Strong customer relations skills
- Previous janitorial experience considered an asset

A detailed job description can be requested by emailing 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 stating Job No. 4RD05252018 in the subject line.

Fax your resume to 403-341-0626 with a cover page stating Job No. 4RD05252018.

Drop off your resume to reception at Edon Office
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.