

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'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 Caretaking Supervisor based in South East Edmonton, you will be responsible for overseeing caretaking staff and ensuring peak cleanliness in accordance with contract requirements.

- Full Time (Monday to Friday)

Competitive Compensation Package includes:

Competitive Wage

Family Dental & Health Benefits

Employee RRSP Program

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

Major Responsibilities

- Ensure public areas of facilities are maintained in accordance with Edon Management's standards and facility contract requirements
- Perform hands-on caretaking duties as per assigned cleaning schedule
- Assist with snow removal from walkways, building entrances and exits
- Ensure housekeeping storage rooms and equipment are maintained
- Perform building walk-throughs on a regular basis to ensure high standards of cleanliness. Communicate areas of concerns to caretakers
- Assist with implementation of cleaning schedules, task lists and extra work
- Oversee regular shift, overtime, absence and vacation schedules for caretakers. Coordinate cover-off for absences
- Assist with setup and coordination of client events, including afterhours events
- Prepare caretaking related Quality Management System reports and documentation
- 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
- Liaise with clients to address custodial requests and issues
- Assist maintenance team with other duties as required

Experience & Qualifications

- 2+ years in a caretaking supervisory role
- Ability to complete administrative tasks including working knowledge of computer programs (Microsoft Outlook, Excel, Word)
- Strong command of the English language (reading and writing)
- Good customer relation skills
- Knowledge of custodial practices

A detailed job description can be requested by emailing northcareers@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 northcareers@edonmgmt.com stating Job No. 4E10262018-2 in the subject line.

Fax your resume to 780-488-7518 with a cover page stating Job No. 4E10262018-2

Drop off your resume to reception at Second floor, 3827 98 St. Edmonton, AB T6E 5V4

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.