

ON-CALL DAY PORTER



For over 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! To find out more about Edon Management, visit www.edonmgmt.com.

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

Edon Management has an opening for an On-Call Day Porter. As a Day Porter based in Calgary, you will be responsible for maintaining public spaces at commercial facilities according to Edon's standards and contract requirements.

- On-call hours
- Weekday and weekend coverage available
- Additional on-call and vacation coverage available
- Competitive wage
- Supportive, highly functional team

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

Major Responsibilities

- Ensure facility maintains superior cleanliness standards on a daily basis (polish entrance areas, re-stock supplies, mop floors, empty waste receptacles, spot clean)
- Perform minor repairs and light maintenance as requested
- Respond to emergency client requests and urgent clean-up situations immediately
- Complete forms, checklists, and logs as required
- Maintain a neat and clean janitorial and supply room
- Ensure building is secure when not in use, reporting any unauthorized occupants
- Portray a favourable image of the organization as a front-line contact with clients, tenants, and subcontractors

Experience & Qualifications

- Basic understanding of English (reading and writing)
- Previous janitorial experience considered an asset
- Valid Driver's License and owns a personal vehicle to drive to site
- Strong customer relations skills
- Owns a cellphone

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

Apply Today!

Email your resume to southcareers@edonmgmt.com stating Job No. 4C06122020 in the subject line.

Fax your resume to 403-259-8851 with a cover page stating Job No. 4C06122020.

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.