

# PART-TIME CARETAKER



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'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 a Part-Time Caretaker based in Bow Island, you will be responsible for ensuring peak cleanliness in accordance with Edon's standards and facility contract requirements.

- Part-time, weekday hours (4:30pm – 8:30pm)
- Contract position until September 30, 2020, with the possibility of an extension
- Competitive wage
- Supportive, highly functional team

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

### Major Responsibilities

- Complete caretaking tasks such as dusting, spot washing, polishing, vacuuming, carpet cleaning, floor buffing, sweeping and mopping
- Respond to urgent clean-up situations in a timely manner
- Service and maintain cleanliness of washrooms
- Ensure waste is disposed of according to facility standards
- Move furniture, equipment, and supplies as required
- 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)
- Previous caretaking experience considered an asset
- Valid Driver's License and personal vehicle considered an asset
- Strong customer relation skills

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. 4MH06032020 in the subject line.

**Fax** your resume to 403-259-8851 with a cover page stating Job No. 4MH06032020.

**Drop off** your resume to reception at:  
346 3 St. SE  
Medicine Hat, AB  
T1A 0G7

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.