

PHANTOM CREEK

ESTATES

TITLE: Janitor / Yardperson **DEPARTMENT:** Administration

LOCATION: Oliver, BC

TRAVEL: No

POSITION TYPE: Full-time

START DATE: Immediate

REPORTS TO: Administration Manager

Job Responsibilities

Indoor Maintenance/Cleaning

General cleaning of the facility and keeping it maintained and in good condition. Report any hazardous conditions or need for minor repairs

- Clean and maintain floors (sweeping, mopping, vacuuming, buffing and polishing) in the hospitality building, restaurant, kitchen, production, and administration buildings.
- Scrub, sanitize and stock all restroom facilities
- Clean and sanitize furniture, shelving, and counters
- Clean light fixtures and chandeliers
- Clean and Sanitize elevators and door handles
- Keep stairwells clean and free of debris
- Dispose of trash and emptying trash receptacles
- Dispose of recycling and emptying recycling receptacles
- Maintain cleaning equipment

Outdoor Maintenance/Landscaping

- Maintain a clear and clean path of the perimeter of the property
- Hand watering and weeding of patio planters, concourse planters, garden area, and parking lot.
- Clean up any debris on the outdoor public areas. Either by sweeping or with the leaf blower.
- Scrub outdoor patio areas using the Auto Scrubber
- Operating and maintaining hand tools, such as loppers, saws and shovels efficiently
- Removing snow by using shovel or snow blower
- Purchasing and spreading fertilizer in the planters and garden areas

General Expectation

- Previous janitorial or cleaning experience would be an asset
- Experience with garden tools would be an advantage
- Ability to perform physical work including ability to lift boxes up to 50 lbs.
- Forklift certification would be an asset
- Attention to detail and respect for on-site safety
- Ability to work with minimal supervision
- Flexible work hours, weekends and holidays