

# PHANTOM CREEK

## ESTATES

**TITLE:** Janitor / Yardperson    **DEPARTMENT:** Administration    **LOCATION:** Oliver, BC

**TRAVEL:** No    **POSITION TYPE:** Part-time / 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 but not a requirement.
- Training will be provided
- 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, may include weekends and holidays