Job Description

Queens Place Emera Centre Custodian

POSITION SYNOPSIS AND PURPOSE
(A position overview and how it aligns with corporate strategies)

The Queens Place Emera Centre (QPEC) Custodian is responsible for ensuring that the municipal public facility, including on site outdoor pool pavilion, meets high standards of cleanliness and hygiene. This role is critical in maintaining a safe and welcoming environment for employees, visitors and the public. Reporting to the Manager of QPEC Systems, the QPEC Custodian performs routine cleaning tasks, assists with monitoring and replenishing supplies, and addresses any custodian maintenance needs promptly. By maintaining cleanliness and hygiene, the QPEC Custodian contributes to the overall efficiency and reputation of municipal operations, promoting a healthy and safe public facility.

MAJOR RESPONSIBILITIES
(Position activities and allocation of time spent doing each activity)

	Approximate Time
Facility Cleaning and Maintenance • Perform routine cleaning tasks such as sweeping, mopping, dusting, floor scrubbing and vacuuming throughout the facility. • Ensure restrooms, showers and dressing rooms are thoroughly cleaned, sanitized, and stocked with necessary supplies daily. • Ensure the indoor track, arena spectator area, rental and office spaces are clean and stocked with supplies daily. • Empty trash and recycling bins, ensuring proper disposal and sorting of waste materials. • Identify and report any facility maintenance needs; perform minor repairs as needed. • Follow daily, weekly and monthly cleaning schedules for both routine cleaning and deep cleaning. • Assist with general facility maintenance tasks such as; painting, installation/removal of facility advertising signage, salting/snow removal and winter maintenance tasks, installation and removal of ice, and cleaning arena boards and glass.	70%

	Approximate Time
Room Rentals and Special Events • Assist with the set up and removal of chairs, tables, AV equipment and other items required for room rentals. • Under direction of the Manager of QPEC Systems, support the execution of special events by working jointly with other RQM departments, facility staff and event personnel/employees to transport and erect chairs, stage, ice covering, draping and other required event features.	10%
Supply Management • Regularly check cleaning supply levels, restock as necessary and notify the Manager of QPEC Systems when supplies need to be ordered. • Maintain and clean custodial equipment, ensuring they are in good working condition.	5%
Safety and Compliance • Follow and enforce safety protocols, participate in safety meetings and ensure compliance with municipal and regulatory standards. • Address spills, hazards, or other urgent cleaning needs promptly to maintain a safe environment.	10%
Customer Service and Professional Development • Provide friendly assistance to facility users when needed, ensuring a welcoming atmosphere. • Report any concerns or feedback from facility users to the Manager of QPEC Systems for resolution. • Assist other facility departments as needed. • Pursue training opportunities to enhance custodial practices and participate in training opportunities as required.	5%

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

Education (degree/diploma/certifications):

- High school diploma or GED equivalent
- Class 5 NS Driver's License
- Hold and maintain up to date Intermediate First Aid, CPR C and WHMIS certifications.
- Provide satisfactory Vulnerable Sector Check, including CRC every 3 years during term of employment.

Experience:

- 2 years' experience in industrial sanitation or related field
- Work in a municipal setting or recreational facility environment is considered an asset

Knowledge/Skill/Ability:

- Understanding of effective commercial cleaning methods, materials and equipment, including proper use of cleaning chemicals.
- Ability to maintain high standards of cleanliness and hygiene.
- Efficiently manage time to complete custodial tasks within allocated timeframes.
- Capability to perform physical tasks, including lifting, bending, and standing for extended periods.
- Knowledge of workplace safety protocols, including handling of cleaning chemicals and equipment.
- Basic ability to communicate effectively with supervisors, other staff and facility users and to report issues or hazards promptly.
- Ability to identify and address minor maintenance issues or custodial challenges independently.
- Reliable and consistent in attendance and task completion.

WORK CONDITIONS

Work Demands

This position spends approximately:

- 97% of the time indoors
- 3% of the time outdoors

Physical effort:

- Able to spend extended periods of time walking, standing or crouching while carrying, lifting or applying other motor skills.
- Able to spend extended periods of time walking or standing on uneven surfaces.
- Able to transport objects or equipment up to 25kg on/off vehicles, up/down stairs safely.
- Able to recognize and identify objects or surfaces at a distance.

Mental effort:

- Able to complete tasks in a noisy environment while applying established protocols on time.
- Able to effectively express or exchange ideas and reasoning with other employees.
- Able to understand direction and adhere to workplace protocols and procedures.

Hours of work:

- Flexibility required and shift times may fluctuate based on facility need. Shift work could be anywhere between 6:00 am to 11:30 pm in a seven day per week operation. Full Time schedule will be up to 80 hours bi-weekly; Part Time schedule will be up to 45 - 60 hours bi-weekly. When required, overtime pay will be provided as per Nova Scotia Labour Standards Code.

- Hours may vary during special events or facility rentals to support custodial requirements.
- Work will be required during Holidays to support facility usage.

Work Location:

☒ On-site (100% of work performed on-site)
☐ Hybrid (Combination of on-site and remote work)
☐ Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

ACCOUNTABILITY AND INITIATIVE

Independent Decision Making:

- Prioritizing daily cleaning tasks.
- Identifying and reporting facility issue.

Financials and Budget:

- Makes recommendations to Manager of QPEC Systems for purchases.

Confidential Information:

- Handling sensitive information appropriately in restricted areas.

Creativity and Ingenuity:

- Finding efficient and effective cleaning solutions.
- Suggest innovative ways to improve facility cleanliness.

<u>Leadership, Supervision and Functional Advice</u>

Employees this role manages or supervises:

- This position does not manage or supervise any employees.

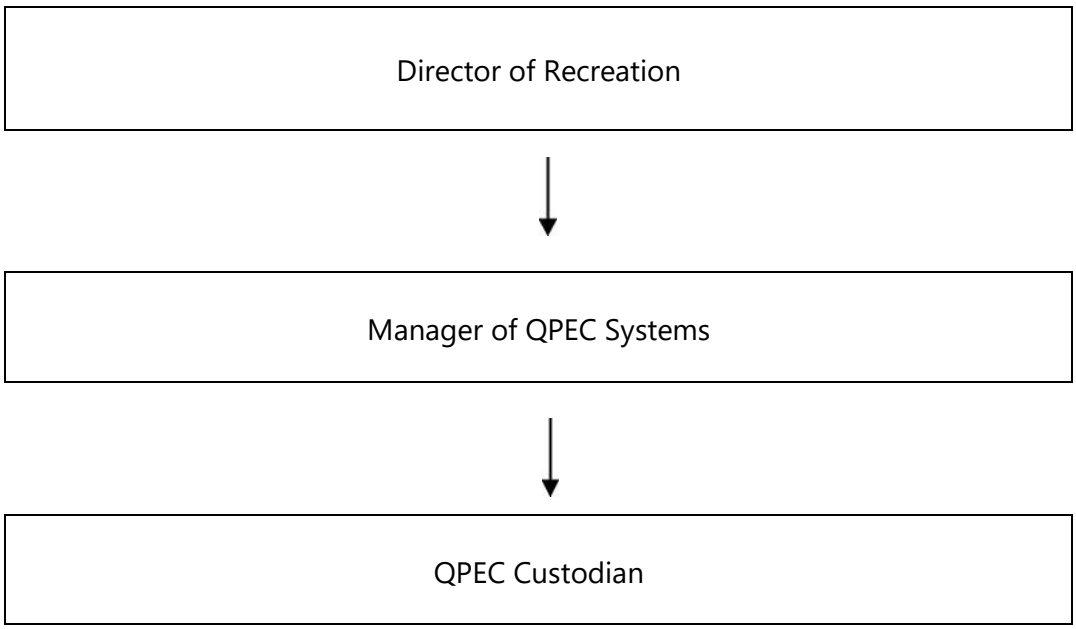
Functional advice this role may provide and to whom it is provided:

- This position does not provide functional advice.

POSITION CLASSIFICATION
(Where this position fits)

Position Title:	**Division**:
QPEC Custodian	-

Department: Operations	**Classification**: -
Positions Supervised Directly: N/A	**Reports to (Direct)**: Manager of Operations
Salary Grade: 1	**Positions Supervised Indirectly**: N/A
Hours bi-weekly: Flexibility required and shift times may fluctuate based on facility need. Shift work could be anywhere between 6:00 am to 11:30 pm in a seven day per week operation. Full Time schedule will be up to 80 hours bi-weekly; Part Time schedule will be up to 45 - 60 hours bi-weekly. When required, overtime pay will be provided as per Nova Scotia *Labour Standards Code*.	**Work Location**: Queens Place Emera Centre
Effective Date: September 8, 2024	**Revision Date**: June 18, 2026

Organizational Chart

The reporting relationship of this position to others within the immediate department.