

Internal Job Vacancy Notice

Position Title: **Service Worker I**

Closing Date: **Monday, July 29, 2019**

Job Description

Reporting to the System Administrator, the Service Worker I is responsible for the cleaning and care of Confederation Centre of the Arts premises. The Service Worker I maintains the Centre in a sanitary, orderly, and attractive condition.

The Service Worker I is responsible for a wide range of duties including but not limited to:

- Sweeping, wet mopping, scrubbing hard surface floors and stairways
- Stripping and re-applying floor waxes and polishes
- Vacuuming and shampooing carpeted floors
- Dusting and washing various surfaces including walls, woodwork, windows, shelves, and cupboards
- Cleaning and disinfecting washroom areas and fixtures
- Dusting and vacuuming seats, chairs, drapes, other upholstery and furnishings
- Collecting garbage and placing it in a central disposal unit
- Cleaning equipment used in performing custodial duties
- Arranging furniture and equipment in an orderly manner
- Replenishing supplies including paper towels, toilet paper, liquid soaps
- Assisting other employees and performing other duties as needed

Applicants should possess the following qualifications:

- High School diploma or equivalent
- Demonstrated ability to thrive in a fast-paced environment
- Ability to sustain, occasionally considerable, physical effort
- Ability to handle average, occasionally heavy, materials
- Ability to handle continuous physical activities including walking, bending, reaching, pushing, pulling, working at heights, lifting, and carrying



- Ability to adhere to safe handling and work practices, and use personal protective equipment
- Ability to work with chemicals, cleaners, disinfectants
- Ability to read and comprehend various labels, safety instructions, policies and process guidelines (English)
- Commitment to safety for self and others through the identification of hazards, mitigate risks, and/or report concerns to supervisor as needed
- Ability to work independently and within a team environment
- Strong time management and attention to detail
- Ability to interact with the public and internal stakeholders in a professional manner

Application Process

Employees interested in applying to this position should submit a resume and covering letter detailing their interest, experience, and qualifications to:

Mike Clements
System Administrator

By email: mclements@confederationcentre.com

In person: Administration Office, 145 Richmond Street Charlottetown, PEI, C1A 1J1

The Closing Date for Internal Applications is **Monday, July 29, 2019.**

Posted Date: Thursday, July 17, 2019

Union Jurisdiction: Construction and Labourers Local Number 900

Classification: Service Worker I

Wage Scale: \$13.23-\$15.39 (2016-2019)

