



## We're Recruiting For...

# Service Worker I

As a member of the Operations team and reporting to the Chief Operations Officer, Service Workers are responsible for the daily cleaning and care of all Confederation Centre facilities. At this time, we are developing a casual list to work various 8 hour shifts available 7 days a week.

Working as part of the Operations Team, the Service Worker must be able to multitask, be reliable, and take pride in their work. It is very important that the Service Worker is able to work collaboratively with co-workers and is customer service focused.

### Duties of the Position

Service Workers are required to:

- Sweep wet mop and scrub hard surface floors and stairways.
- Strip and apply floor waxes and polishes.
- Vacuum and shampoo carpeted floors.
- Dust and wash various surfaces including walls, woodwork, windows, shelves and cupboards.
- Clean and wash equipment and furnishings.
- Clean and disinfect washroom areas and fixtures.
- Dust and vacuum seats, chairs, drapes and other upholstery and furnishings.
- Collect garbage and place it in a central disposal unit.
- Clean equipment used in performing custodial duties including vacuum cleaners, mops and buckets.
- Replenish supplies including paper towels, toilet paper and liquid soap in washrooms.
- Other related duties as needed.

### Working Conditions

The work requires sustained and occasionally considerable physical effort. The Service Worker I handles average and occasionally heavy weight materials and works at tasks and with equipment requiring continuous physical activity including bending, reaching, pushing, lifting and carrying.

Employee safety requires adherence to proper work practices and use of protective clothing. Risk of injury is present in various situations including the use of strong cleaners and disinfectants, working at heights, and lifting/moving equipment and furniture. Responsibility for the safety of others requires the use of warning signs for wet floors, removal of hazards from the workplace and the proper placement of equipment while work is in progress.

### Skills and Qualifications

Applicants to the position should possess the following skills and qualifications:

- High School Diploma or GED
- Able to stand and walk for long periods
- Able to lift and move over 20 pounds/9 kilograms
- Knowledge of different cleaning products and tools
- Excellent time management skills with the ability to maintain a schedule while responding to incidents
- Good verbal communication and interpersonal skills
- Ability to work with minimal supervision
- Willingness to work early morning, daytime, or late night shifts

### Additional Information

Service Workers are represented by the Construction and General Labourers, Local 900 (Union). The starting wage (0-6 months) is \$14.04 per hour (2019-2020).

### **How To Apply**

Individuals interested in applying to this position should submit a resume and covering letter detailing their interest, experience, and qualifications to Kelly Dawson, Chief Operations Officer ([kdawson@confederationcentre.com](mailto:kdawson@confederationcentre.com)) or in hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

We appreciate the interest of all applicants for this position. However, only candidates selected for an interview will be contacted.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

**Closing Date: Wednesday, August 5, 2020**