



# Career Opportunity

**Job Title:** Casual Caretaker  
**Organization:** Society for the Involvement of Good Neighbours (SIGN) See [www.signyorkton.ca](http://www.signyorkton.ca)  
Yorkton SK Canada  
**Program:** SIGN on Broadway Facility  
**Hours:** As Needed, Casual  
**Location:** Yorkton, SK and area  
**Start Date:** As soon as possible

The Society for the Involvement of Good Neighbours (SIGN) is seeking a flexible and independent, friendly and active individual to assist the Building Manager and Team to clean and maintain the facility and grounds and to assist with setting up meeting rooms and ensuring participants are comfortable during meetings. This is a casual, as needed position.

**The successful candidate must have the ability to:**

- Effectively communicate both verbally and in writing;
- Work individually as well as part of a team;
- Manage time and prioritize tasks well;
- Ensure compliance with policies, procedures, OHS and ethical standards;
- Greet others in a friendly, professional and helpful manner;
- Maintain the cleanliness and appearance of the building common areas;
- Provide refreshment services to meetings as required;
- Be physically able to set up and take down tables and chairs for meetings as required and to move up and down stairs frequently.

**And the Education and Professional Experiences of:**

- High School Diploma, GED or equivalent combination of work experience and education;
- WHMIS, OHS, First Aid/ CPR Certification would be an asset;
- A clean Criminal Records Check and Vulnerable Sector Check from RCMP.

**Send resumes with covering letter and at least three references to:**

Marlene Markham  
345 Broadway St West  
Yorkton, SK S3N 0N8  
Fax: 306.783.9426  
Email: [m.markham@signyorkton.ca](mailto:m.markham@signyorkton.ca)

**Applications close at 5 pm on Friday July 15<sup>th</sup>, 2022**

**Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.**