



Job Title: SIGN on Broadway Caretaker
Hours Required: Causal, As needed
Organization: SIGN
Reports To: SIGN on Broadway Building Manager

SIGN is a family and community service agency, which develops and delivers services to enhance the quality of life for individuals and groups in the Yorkton area. The SIGN on Broadway Building is looking for a casual Caretaker to assist the Building Manager in keeping the building clean and regularly maintained, and to assist with setting up the meeting rooms and providing food/ beverage service to meetings.

Duties Include:

- Ensuring compliance with organization and health and safety policies, procedures, and ethical standards
- Greeting visitors, staff and tenants with a smile and answering questions in a professional manner
- Maintaining the cleanliness and appearance of the building common areas:
 - clean public washrooms, mop floors, vacuum all carpeted areas in facility, clean meeting room tables and floors after use
- Making coffee/tea, provide water/food to meetings as required
- Setting up and taking down tables and chairs for meetings as required
- Reporting to SIGN on Broadway Building Manager re: maintenance issues
- Performing other duties and obligations as assigned by the SIGN on Broadway Building Manager
- Having time management skills and the ability to work without supervision and as part of a team
- Being flexible with strong interpersonal skills that allow one to work effectively in a diverse environment
- The ability to perform physically demanding work including lifting up to 40 lbs., bending, walking and climbing stairs
- Ability to effectively communicate both verbally and in writing

Qualifications:

- High School diploma, GED or equivalent combination of work experience and education that is acceptable to the Board of Directors.
- Current WHMIS Certification would be an asset
- One or more years' experience in an area related to building rentals and caretaking preferred.
- **A clean criminal record and vulnerable sector check is a requirement**

Send resumes with covering letter complete with 3 references to:

Marlene Markham
345 Broadway Street West
Yorkton, SK S3N 0N8
Phone: (306) 783-9425
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Email: m.markham@signyorkton.ca

Closing date for applications is 5 pm, September 13, 2019. Only those short-listed for interviews will be contacted. We thank all those who apply for their interest.