

General Worker – Facilities Management

Date Posted:	June 20, 2024
Posting Deadline:	July 4, 2024
Department:	Facilities Management
Type of Employment:	Casual (Evenings)
Group Affiliation:	\$19.94 per hour + 4% in lieu of vacation.

At Saint Mary's University, you will be surrounded by a talented and dedicated team of professionals committed to accessibility, diversity, and the provision of a positive and supportive learning environment. We recognize the importance of the contribution and growth of each individual in the University's success. We are currently looking to fill the position of **General Worker (Casual)** to join our Facilities Management team.

What we offer

As a team member at Saint Mary's, we are proud to offer many benefits. Some of these include:

- Competitive compensation
- 4% vacation pay in lieu of vacation
- On-site Gym
- On-site Parking
- Evenings, Monday to Friday, 3:00 PM – 11:00 PM

Job Information and Responsibilities

Under the direction of the Manager, Custodial Services, the General Worker will:

- Performs cleaning functions.
- Cleans, polishes and dusts furniture, walls, floors, doors, woodwork, windows and washrooms.
- Provides maintenance to floors using appropriate equipment.
- Cleans chalkboards and whiteboards.
- Empties waste bins and collects general office, classroom and residence waste.
- Performs general housekeeping duties and recycling duties.
- Reports required maintenance items and repairs to supervisor or enters into logbook.
- Reports observed safety concerns to supervisor or enters into the logbook.
- Performs, as required other duties related to the above.

Experience and Education Requirements

To be the successful General Worker you will have:

- Grade 11 High School Certificate with three months or more related experience in institutions of comparable size or with a cleaning firm.
- Team Skills: Ability to work in a team environment with a common purpose while maintaining positive working relationships with others.
- Communication Skills: Ability to communicate effectively in a positive manner conveying and responding to information.
- Customer Service Skills: Ability to interact with customers in a positive manner while maintaining a positive working relationship and delivering quality service.
- Working Independently: Ability to work alone and complete tasks with minimal supervision.
- Initiative: Ability to take initiative in completing tasks with minimal instruction.

Application Details

Apply for this opportunity online by visiting our [website](#) to reference the job posting. Please submit your application directly to stephen.murray@smu.ca. Qualified candidates should submit the following with their application:

- Resume
- Cover Letter
- Three Professional References

Late applications may not receive consideration. We appreciate all applications and note that only candidates selected for an interview will be contacted. **No telephone calls please.**

At Saint Mary's University, equity and diversity are integral to excellence and enrich our community. As an institution committed to fostering an environment of inclusion and respect, we welcome applications from women, Indigenous peoples, racialized persons/visible minorities, persons with disabilities, persons of minority sexual orientation or gender identity and others who might contribute to the growth and enrichment of our

community. Applicants are encouraged to self-identify. If you require accommodations during the recruitment process, please contact Talent Acquisition at hr@smu.ca.

About Saint Mary's University

Saint Mary's University is one of Canada's top primary undergraduate universities--known for its international collaborations, leadership in entrepreneurship, and research that benefits local and global communities. Our programs in Arts, Science, Graduate Studies and the Sobey School of Business are among Canada's best and feature professors who are committed to the success of their students. Saint Mary's provides our 7,000 students with a place that fosters possibility, excellent research opportunities, and distinguished graduate and professional programs combined with a caring community. Nestled in the heart of Halifax, Nova Scotia, on Canada's east coast, Saint Mary's University is marked by iconic buildings, green spaces and fresh ocean air. The Saint Mary's University community is committed to a prosperous future for the world—a world without limits.

Learn more about working at Saint Mary's University [here](#) and follow us on [LinkedIn](#), [Facebook](#), [Twitter](#) and [Instagram](#)!