

Position Job Title: Full-time/Part-time Custodian

Location: Squamish, BC

Reports To: Manager, Facilities Management

About Quest University

Quest University Canada acknowledges that it sits on the traditional, ancestral, and unceded territory of the Skwxwú7mesh (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.

Quest University is Canada's first independent, not-for-profit, secular liberal arts and science university, devoted entirely to excellence in undergraduate education. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary, excellent extended health benefits, RRSP matching, flexible work arrangements and a dynamic workplace. For more information about Quest, visit us online at www.questu.ca.

Quest University Canada is accredited by the Degree Quality Assessment Board of the province of British Columbia and is a member of the Education Quality Assurance.

About the Role

The Custodians are responsible for ensuring that our campus facilities (e.g. classrooms, meeting rooms, workspaces, washrooms, lounges, bedrooms, etc.) are regularly and properly maintained in order to be safely and comfortably used by Quest's clients (e.g. students, guests, VIPs, etc.) and staff. The work of the Custodians includes, but is not limited to, waste management, cleaning (e.g. sweeping, vacuuming, mopping floors, etc.), clearing and cleaning surfaces (e.g. counters, tables, windowsills, etc.), cleaning and restocking washrooms, completing minor repairs and maintenance work (e.g. light bulb replacement, unplugging toilet, etc.), and setting up/taking down furniture and equipment, as needed. The Custodians also assist other members of the Campus Services, Facilities, and Maintenance teams, as needed.

Qualifications

- High School diploma, or equivalent.
- Basic office skills, including familiarity with Microsoft Office, including Word and Outlook.
- Education or training in custodial services, maintenance, housekeeping services, etc.
- Ability to work independently and as a member of a team.
- A high level of attention to detail.
- Ability to meet the physical demands of the position.
- Strong interpersonal/human relations skills.

- Ability to handle multiple tasks simultaneously.
- Ability to work a flexible schedule.
- Knowledge of the proper use of personal protective safety equipment (e.g. closed-toed shoes, belted pants, gloves, etc.).
- Knowledge of all applicable health and safety standards, including the safe use of workplace hazardous materials.

To Apply

Candidates are asked to submit a cover letter and resume in PDF format to the email below.

Contact Email: Human.Resources@questu.ca

Closing Date: Until all positions are filled.

Start Date: ASAP

Quest University is committed to **equity and diversity** in its community and welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply. However, Canadian citizens and permanent residents will be given priority. Application materials, including letters of reference, will be handled in accordance with the "Freedom of Information and Protection of Privacy Act" (British Columbia).

While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.