



Modern Thinking. Timeless Values.™

JANITORIAL PERSON (Summer Position)

Change *Your Career* for the Better.

As a recipient of hundreds of awards and accolades, Reid's Heritage Homes is a world-class organization, with growing communities across the province, offering home styles from mid-rise condo suites to custom estates and active adult communities. We are a division of the Reid's Heritage Group of Companies, a family-owned company celebrating over 40 years in business. We are proud to have been certified as a **Great Place to Work® Canada** and named as one of **Canada's Best Workplaces for 2019, Canada's Top Small & Medium Employers for 2019** and **Waterloo Area's Top Employers for 2021**, and we strive to employ highly skilled individuals who both exemplify and live out our Core Values. Our team members are passionate about their work, and their high energy and creativity drive innovation. As a result, our team is growing. We invite you to take this opportunity and be a part of the momentum!

We are currently looking for a student who is punctual, reliable, and prepared to work. If you are well organized, familiar with sanitary cleaning principles, and can complete your duties diligently and with a strong work ethic, this **full-time summer** opportunity as a Janitorial Person is for you. This position has opportunity to extend into the fall months with part-time hours.

Based in **Guelph**, and reporting to the Facility Supervisor, Village by the Arboretum (VBA), you will provide building operation services for the following buildings: Recreation Centre, Condominiums, Medical Centre, and Gate House.

As part of your duties and responsibilities you will be called upon to:

- Follow and consistently demonstrate Reid's Heritage Group of Companies Core Values
- Interact in a friendly, respectful, and helpful way with the residents
- Speak knowledgeably with service people and suppliers
- Perform general housekeeping and janitorial tasks
- Maintain the water softener and periodically check water hardness
- Complete daily pool and spa testing and pool maintenance/cleaning
- Monitor and record readings on the fire and sprinkler systems.
- Perform activity setup
- Manage coffee stations
- Perform tasks assigned by the Facilities Supervisor

The successful candidate will demonstrate the following:

- Commitment to our organization's progressive culture, including our company Core Values
- Criminal Record Check and Vulnerable Sector Screening
- Valid driver's license and clean driver's abstract
- Basic knowledge of commercial pool chemistry
- Able to use floor buffer / scrubber, able to strip and finish
- Knowledge of steam cleaning and spot removal
- Understand preventative maintenance and its implementation
- Organizational and time management skills

- Exemplary listening skills and problem-solving ability
- Excellent interpersonal and communication skills (both verbal and written)
- Ability to work under pressure
- Understand and follow the principles of sanitary cleaning
- Able to work with limited supervision
- Must be available for flex hours of work between 9:00 a.m. and 7:00 p.m.
 - Weekends and Holidays - 9:00 a.m. to 5:00 p.m.
 - Weekdays - 9:00 a.m. to 7:00 p.m.
 - Scheduled by Facility Supervisor (35 to 40 hours per week)
 - Hours of work may be adjusted to meet the VBA business needs, and may extend beyond normal operating hours as required to fulfill responsibilities and duties
- Ability to work collaboratively in a team-based work environment

If you have a lot to offer, we have a lot to give! Add your energy to ours and join the Reid's Heritage Homes team by submitting your cover letter and resume to hrinfo@heritagehomes.com, specifying the title of the position, by **Friday, May 7, 2021**. For more information, visit www.reidsheritagehomes.com.

We thank all applicants in advance for their interest in this position; however, only those selected for an interview will be contacted.

