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**Bayside Travel Center Custodian**

**Job Purpose/Scope**

Bayside is seeking to hire 1(one) full-time and 2 (two) part time Custodian workers for Bayside Travel Center to accommodate 24 hour care custodian service.

The Bayside Travel Center Custodian will be responsible for upkeep and safety of Bayside Travel Center building and property and report to the Bayside Corporate CEO.

He/She will ensure that the property follows company standards and public business ordinances, adhering to the company’s safety policies to create a safe work environment for everyone.

**Main Duties and Responsibilities**

**Job Duties**

* Make sure that the building is kept clean and presentable looking always in atrium area
* Perform quality control duties and responsibilities
* Duties include but are not limited to picking up garbage, sweeping, vacuuming and mopping floors, cleaning windows, cleaning and restocking bathrooms, cleaning windows
* Properly use and store cleaning supplies and equipment according to WHMIS and OHS Standards
* Daily internal and external inspection of the buildings and preparation of report
* Monitor pumps on cardlock and Retail Gas pumps.
* Set up Atrium for any events that may take place at Bayside Travel Center

**Qualifications & Education Requirements**

**Education**

* High school diploma or GED preferred
* Experience in a related field preferred

**Qualifications**

* Strong customer service and troubleshooting skills
* Customer service and/or retail experience preferred
* Knowledge of and experience in general property management policies and procedures
* Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
* Able to work with minimal supervision
* Effective work habits
* Able to effectively communicate both verbally and in writing
* Strong attention to detail
* Able to deal with people sensitively, tactfully, diplomatically, and professionally always
* Proven data entry and typing skills
* Professional appearance and manners
* Strong work ethic and positive team attitude
* Reliable Access to employment daily

**Working Conditions**

* Manual dexterity required
* Overtime as required
* Lifting or moving up to 50 lbs may be required
* Will perform work both indoors and outdoors, Outdoor work may be performed in inclement weatherman wide range of temperatures
* Conduct basic repairs and maintenance, including but not limited to painting, snow removal, light carpentry, minor plumbing and electrical work, and boiler/HVAC maintenance

**Closing Date: CONTINUOUS INTAKE**

Send Resumes and Cover letter of Interest to:

Rose Paul, CEO, Bayside Development Corporation 7 Dillon Street, Afton, NS, B0H1A0

**RE: Bayside Custodian**

**email: r.paul@paqtnkek.ca**

***Facebook attachments will not be accepted, please email or submit in person***