

General Worker – Facilities Management (Bargaining Unit 179)

Date Posted:	November 14 2024
Posting Deadline:	November 28, 2024
Department:	Facilities Management
Type of Employment:	Permanent, Full-time, Evenings
Group Affiliation:	Bargaining Unit 179, (\$21.54 per hour)

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** 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
- Comprehensive benefits package
- Defined Contribution Pension plan
- Vacation
- Employee Transit EPass through Halifax Transit
- Rotating Shift, 3:00 PM – 11:00 PM

Job Information and Responsibilities

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

- Perform cleaning functions.
- Clean, disinfect, and dust offices, classrooms, public areas, residence, food service areas, athletic areas, washrooms and all other assigned areas.
- Provide maintenance to floors, carpeted and non-carpeted using appropriate equipment.
- Clean chalkboards and whiteboards.
- Perform waste and recycling collection in all areas.
- Prepare residence rooms for student and conference operations.
- Perform general housekeeping duties.
- Setup of functions and events.
- Move furniture and equipment.
- Report required maintenance items and repairs to Supervisor or Coordinator
- Report observed safety concerns to Supervisor or Co-ordinator.
- Maintain custodial equipment.
- Through training stays current with custodial operating and safety procedures.

The Collective Agreement can be viewed [here](#).

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.
- Ability to work in a team environment.
- Ability to communicate effectively in a positive manner conveying and responding to information.
- Ability to interact with customers in a positive working relationship.
- Ability to work alone and complete tasks with minimal supervision.
- Ability to take initiative in completing tasks with minimal instruction.
- Ability to perform all duties in a safe manner, following health and safety legislation and all required safe work practices and procedures, in order to minimize the risk of injury and property damage.

Application Details

To apply for this opportunity please send application to Tiffany Laing, HR Advisor at tiffany.laing@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 encourage all qualified candidates to apply; however, preference will be given to applicants who self-identify as Black/African Nova Scotians, Indigenous peoples, racialized persons/visible minorities, persons with disabilities and women. 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](#)!