

Service Worker

*CONTINUING PART TIME POSITION: ASAP TO JUNE 9, 2023

COMPETITION #22-71



DUTIES AND RESPONSIBILITIES

Holland College is seeking a highly motivated, self-starter who is interested in joining a fast-paced dynamic and successful organization. Reporting to the Centre Administrator (West), the incumbent will:

- Maintain the cleanliness of our facilities and relevant grounds in a safe and professional manner
- Establish and maintain a positive and cooperative working relationship with members of the department and campus community
- Assist in the set up and tear down of functions
- Keep accurate and timely records and make reports as required
- Observe Waste Watch guidelines & assist in educating our customers of the waste watch rules and regulations, as required
- Be knowledgeable and responsible in administering proper cleaning techniques using cleaning products, tools, and personal protective equipment.
- Be responsible for one's own safety, and the safety of others by reporting potential hazards to your supervisor in a timely manner.
- Assist in moving furniture and equipment as required.
- Other related duties as required

**Continuing part time positions work full time regular weekly hours (37.5), each academic year.*

QUALIFICATIONS

- High School completion or recognized equivalent with demonstrated knowledge of and experience in industrial cleaning.
- Possess the ability to perform all physical duties of the job as required for operating and maintaining the facility.
- Experience in floor care (i.e. stripping, waxing and burnishing).
- Demonstrated customer service skills.
- Demonstrated interpersonal and communication skills.
- Ability to work effectively and efficiently with minimum supervision as well as the ability to work in a team setting.
- Understands and follows WHMIS guidelines and labels and Holland College Standard of Cleaning policies and procedures.
- First Aid Certification will be considered an asset.

WHY WORK FOR US?

Staff is recognized as being integral to the success of Holland College, our learners, and our community. We are dedicated to staff success, both personally and professionally.

HOW TO APPLY

Please submit your resume, cover letter, and three references by email to: careers@hollandcollege.com, quoting the competition #22-71.

Only those selected for an interview will be contacted.

MORE DETAILS

CLASSIFICATION:

Service Worker (as per the Memorandum of Agreement between Holland College and the PEI Union of Public Sector Employees – [Administrative and Support](#))

SALARY: \$18.59 to \$20.50 per hour

DEADLINE: Applications will be accepted until **September 25, 2022.**