
Job Title: Facility Custodian

Reports To: Maintenance Director

Location: BGC Durham Eastview Location
433 Eulalie Avenue, Oshawa

Position Type: Part-time Hourly (up to 25 hours/wk)

Position Wage: \$18.04

Posting Date: April 15, 2025

Application Deadline: Until Filled

Position Summary

As a valued member of our team, the Facility Custodian plays an important role in creating a safe, clean, and welcoming space for everyone who walks through our doors. This role supports the day-to-day care of our building and helps make sure children, youth, families, and staff feel a sense of belonging. Guided by BGC values, the custodian works with others to maintain respectful, inclusive spaces where everyone is encouraged and supported.

Key Responsibilities

- Sweep, mop, vacuum, and wash floors
- Clean washrooms, changerooms, kitchens, offices, and program areas
- Restock supplies like soap, paper towels, and toilet paper
- Empty garbage and recycling bins
- Wipe down surfaces, windows, and doors
- Report any damage or safety issues to a supervisor
- Lock and unlock buildings as needed
- Follow all health and safety rules
- Use cleaning tools and equipment safely and properly
- Perform light outdoor duties, like shovelling snow or sweeping entrances
- At times, provide support to setting up meetings and events

Qualifications

- High school diploma or equivalent preferred
- Experience in cleaning or custodial work is an asset
- Ability to lift up to 50 lbs and do physical work
- Good time management and attention to detail
- Able to work independently and as part of a team
- Must be reliable, punctual, and responsible
- A clear Vulnerable Sector Check is required
- First Aid and CPR certification is an asset

Working Conditions

- Hours of work are typically Monday-Friday 6am-11am
- May include evenings or weekends-flexible hours are required, dictated by organizational needs
- Interacting with staff, volunteers and patrons/guests of the facility
- Indoor and outdoor work in different weather conditions
- On your feet for long periods of time

To apply, please submit your resume to employment@bgcdurham.com . Please include **Facility Custodian** in the subject line.

We thank all those who apply but be advised that due to the large number of applications received, acknowledgement will only be forwarded to those applicants invited for an interview.