

WE ARE HIRING

CUSTODIAN

ABOUT THE TOWN OF FOX CREEK

Fox Creek is a citizen-focused vibrant and sustainable community, embracing diversified economic partnerships and prides itself on small-town family values. The Municipality of Fox Creek is a vibrant bustling hotbed of economic activity in the heart of the Duverney. Known mainly for its bountiful wilderness, Fox Creek showcases the very best of the surrounding forests, lakes and wildlife, making it the perfect location for enjoying the outdoors. Fox Creek combines a serene wilderness experience, with small-town hospitality, first class amenities, and a reliable service centre for the active oil and gas industry surrounding the community. Fox Creek is a great place to call home.

ABOUT THE POSITION

We're looking for a part-time Custodian to help keep our spaces sparkling clean and running smoothly! This role is perfect for someone who takes pride in a tidy workspace, enjoys making things shine, and doesn't mind a little vacuuming therapy. You'll be responsible for general cleaning duties up to 20 hours per week, helping to create a welcoming environment for staff and visitors alike. If you love the satisfaction of a freshly mopped floor and appreciate the power of a well-stocked paper towel dispenser, we'd love to have you on board!

WHAT WILL YOU BE DOING?

May be required to adhere to processes and policies in support of Municipal goals and legislative requirements.

- Keep administrative office clean—dusting, sweeping, mopping, vacuuming and restroom cleaning
- Tackle special cleaning projects and heavy-duty tasks as required
- Report any deficiencies or necessary repairs to management
- Perform minor adjustments or repairs as needed.
- Safely handling cleaning chemicals and operate cleaning equipment (e.g., vacuum, floor scrubber, smalls tools)
- Empty garbage and recycling bins and ensure waste is disposed of properly
- Work independently while collaborating with management and coworkers
- Follow municipal policies and safety procedures to maintain a safe environment
- Other duties as assigned

HOW TO APPLY

COMPETITION #: 01-2025
DEADLINE: Until suitable candidate is found

Please submit a cover letter and resume quoting the above stated competition number, not later than the deadline shown.

In your cover letter please share information about yourself, outline all cleaning experience you have and explain why you are interested in this role and joining the team at the Town of Fox Creek.

APPLICATIONS CAN BE SUBMITTED BY:

Email: employment@foxcreek.ca

Mail: Town of Fox Creek
Attention: Human Resources
Personal & Confidential
PO Box 149
Fox Creek, AB
TOH 1P0

In-person: Town of Fox Creek Administration Office
108 Kaybob Drive, Fox Creek, AB

We thank all applicants for their interest. However, only candidates invited for interviews will be contacted



WHAT ARE WE LOOKING FOR?

Required:

- An acceptable Criminal Record Check.
- An acceptable Driver's Abstract Report.
- Ability to work independently with attention to detail
- Strong communication skills and ability to follow instructions
- Able to use cleaning chemicals and equipment safely
- Physical capability to lift up to 50 lbs and perform physically demanding tasks
- Comfortable with physically demanding work (standing, bending, lifting) for more than 70% of the job
- Willingness to work in environments with dust, fumes, odors and loud noises
- Ability to maintain confidentiality and work well with others.

Considered an asset:

- Previous custodial or maintenance experience
- Knowledge of workplace safety practices and procedures

WHAT DO WE OFFER?

WHEN WILL YOU BE WORKING?



Permanent Part Time
up to 20 hours/week

Scheduling will be based on operational requirements.

Evenings and weekends when necessary.

WHAT ARE THE PERKS?



Part-time hours—great for work-life balance.



Opportunity to contribute to a clean and welcoming workplace.



Steady and reliable work with a respected employer.



\$200 annual Wellness Allowance for the
Fox Creek Greenview Multiplex .

For a more detailed job description email employment@foxcreek.ca quoting the competition number.