



JOB DESCRIPTION

Job title: Facilities Attendant
Report to: Director of Cemetery Operations

Positions working under this incumbent: NONE

General Conditions

The employee must fully understand the long standing, trusting relationship Beechwood Funeral, Cemetery and Cremation Services has with the surrounding communities. He/she must understand the intense emotions that can arise within this industry and must make precautions to limit negative perceptions of his/her actions and behaviors. **The person holding this position must always demonstrate the highest of ethical standards and understands that cleanliness of the main office building and its surrounding property is paramount to providing the positive image of the company.**

Job Summary

The normal working week for this position is based on a forty (40) hour work week, Monday to Friday 7:00am to 4:00pm with one hour unpaid lunch period. This position is also expected to be prepared for extended shifts at any time as occasionally request by your direct supervisor.

The Facilities Attendant is an all-round maintenance person primarily responsible for performing a full range of custodial duties related to the care and maintenance of the main office building, its interior furnishings, and the immediate surrounding outdoor property. The Facilities Attendant is responsible to immediately report to their supervisor any issues or defects found throughout the building that require maintenance or service. The position will understand, adhere to, and ensure compliance with licensing laws, health and safety, and other statutory requirements. This individual must possess a valid driver's license with a clean driving abstract and possess the appropriate industry certifications and/or licenses.

Primary duties

Key areas:

1. General Responsibilities.
2. Custodial Duties
3. Delivery and Pick-up Duties
4. Seasonal Tasks
5. Other tasks as required by Management.

Detailed Duties

For each primary duty, assumed responsibilities:

1. General Responsibilities.
 - 1.1 *Perform daily maintenance and safety checks on all products and tools being used during your work shift as necessary.*
 - 1.2 *Understand, adhere to, and ensure compliance with licensing laws, health and safety, and other statutory requirements.*
 - 1.3 *Always remain mindful while on Beechwood property that this is a sacred space for many families and conduct yourself accordingly.*
 - 1.4 *Always communicate courteously with the public and clients.*
 - 1.5 *Always wear proper personal protective equipment as necessary.*
 - 1.6 *Maintain a high standard of cleanliness and efficiency.*

2. Custodial Duties.

2.1 Daily Tasks

- 2.1.1 *Responsible for the cleaning of all main office vehicles (interior and exterior) including refueling them if needed.*
- 2.1.2 *Responsible for vacuuming, sweeping, and mopping floors on the main level staff area of the office, as needed.*
- 2.1.3 *Cleaning and sanitization of any washrooms, as needed.*
- 2.1.4 *Ensure all water coolers and water bottles are adequately stocked.*
- 2.1.5 *Mopping floors of the catering kitchen, fridge storage area & back stairwell, as needed.*
- 2.1.6 *Responsible for vacuuming, sweeping, and mopping of floors on the main level staff areas of the accounting offices and the front reception, as needed.*
- 2.1.7 *Ensure garage and basement are kept orderly.*
- 2.1.8 *Manage all basement inventory, (i.e. light bulbs, decorations, etc...)*

2.2 Weekly Tasks

- 2.2.1 *Coordinating the pickup of the recycling for the recycling truck (both for paper and plastic).*

2.3 Monthly Tasks

- 2.3.1 *Checking cleanliness of all maintenance and electrical rooms of the main office and performing cleaning as needed.*

2.4 Every 2 months Tasks

- 2.4.1 *Emptying of all outdoor cigarette ashtrays near main office. (Includes the one in the employee break area and the front public area.)*

2.5 Quarterly Tasks

- 2.5.1 *Collect used ink cartridges for recycling program.*
- 2.5.2 *Monitor wheelchairs and accessible items and clean minimally quarterly.*
- 2.5.3 *Adjust the thermostats and heaters for seasonal changes.*

2.6 Bi-Annual Tasks

- 2.6.1 *Empty and clean large ice machine.*
- 2.6.2 *Defrost fridge and freezer.*

2.7 As needed Tasks

- 2.7.1 *Replace light bulbs and batteries throughout main office building.*
- 2.7.2 *Check and monitor the roof twice a year.*
- 2.7.3 *Re-stock supplies in washrooms and lunchroom.*
- 2.7.4 *Conduct small repairs as needed (i.e. replace handles for toilettes, small painting jobs, patching walls, etc...)*
- 2.7.5 *Call vendors for major repairs as needed.*

3. Delivery and Pick-up Duties.

- 3.1 *Perform pick-up and delivery services of mail, bank deposits and other parcels, from the post office, bank, and other suppliers. This is to be performed each morning Monday to Friday as required.*
- 3.2 *Report to the appropriate staff member regarding any delivery or pick-up issues.*
- 3.3 *Run errands as needed by Management.*
- 3.4 *Ensure deliveries to garage are stored appropriately and notify receiver of deliver.*

4. Seasonal Tasks

4.1 During late fall, winter, and early spring months:

- 4.1.1 *Responsible to clean snow around all main office entrance, this includes laying salt, removing trash and cigarette butts, and keeping the front of the building looking clean and tidy.*
- 4.1.2 *Responsible to clean snow and ice off all main office vehicles.*
- 4.1.3 *Responsible to clean snow and ice from entrance to garage and near garage and recycling bins.*

4.2 During spring, summer, and early fall:

- 4.2.1 *Responsible to empty all dehumidifiers in main office on a daily basis.*
- 4.2.2 *Responsible to check daily and keep front entrance of the main building (including the all parking lots, Section 51S & Section 53) looking clean and tidy, this includes the removal trash and cigarette butts.*

4.2.3 *Responsible to check weekly the outside employee break area and tidy the area, including removing trash and cigarette butts.*

5. Other tasks as required by Management.

5.1 *Report all concerns, accidents, material needs, and incidents immediately to supervisor.*

5.2 *Perform other duties as assigned by Management.*

Disclaimer: This job description is only a summary of the typical functions of the job and should not be considered inclusive of all assigned duties, responsibilities, or aspects of the job described and to which the employee may be required to perform. Responsibilities, tasks, and duties may be amended at any time at the sole discretion of the Employer with or without notice.

Key Competencies

- Attention to detail.
- Commitment to Health and Safety.
- Spirit of Cooperation and ability to work in a team.
- Ownership Philosophy of assign tasks.
- Commitment to teamwork
- Ability to manage tasks in a timely manner.
- High level of integrity and work ethic.
- Professionalism.

Job Requirements

- Valid driver's license with a clean driving abstract.
- High school diploma, GED, or equivalent.
- Knowledge of appropriate materials, products, and tools required in the cleaning process.
- Proficiency in using tools and equipment necessary for performing minor repairs and maintenance in building facilities.
- Knowledge of cleaning equipment and safety.
- Ability to perform strenuous physical labor.

Specific Work Conditions

- Occasionally lifting, moving, or manipulating objects possibly over 90 + Kilograms.
- Exposure to waste and cleaning products.
- Occasional overtime.
- Extended periods of standing and other physically demanding conditions.
- Use of personal protective equipment is necessary.
- Regular physical activity including walking, standing, sitting and lifting.
- Repetitive work.