



Building Caretaker at Generations Phase 1

| | |
|----------------------------------|--|
| Location: | 130 Skyview Ranch Drive NE, Calgary |
| Employee Status: | Part-time or full-time |
| Reporting to: | Operations Lead, Generations Management Committee (MC) |
| Date Available: | January 15, 2020 |
| Application Closing Date: | November 15, 2020 |
| Rate of Pay: | To be commensurate with qualifications, training and relevant experience |

Generations – Changing the face of aging

Designed to improve quality of life, the Generations Multi-Generational Housing & Community Centre campus includes independent senior housing in Phase 1, and designated supportive living and long-term care spaces for seniors in Phase 2. Our mission of the Generations Campus is to create opportunities for elders to thrive within a culturally responsive multi-generational community. We are committed to best in class care for our residents and are looking for individuals to join our family. If you would like to work at our inter-generational campus and are committed to serving our senior residents with care and compassion, here is an opportunity for you.

The Opportunity:

Multi-Generational Housing & Community Centre campus is currently looking for a dedicated, motivated, and passionate Building Caretaker at Generations Phase 1, a 40-unit senior’s rental apartment building, with a mixture of 1- and 2-bedroom apartments with above ground parking facilities.

The successful candidate(s) will be responsible for assisting in basic maintenance and general upkeep of Generations owned-and-operated grounds and Phase 1 building. The Building Caretaker exhibits a high level of workmanship and respect for building residents and delivers on Generation’s promise to provide elevated customer service and a safe, clean, and dignified living experience for our senior residents and visitors at Generations.

Typical Duties and Responsibilities:

Summary of duties include but are not limited to required maintenance of suites, completing paperwork, cleaning, small repairs and dealing with residents. Main duties include:

- Ensure regular cleaning of building common areas including sweeping, mopping, vacuuming, dusting; and including cleaning of all halls, air vents, light fixtures, emergency lights, fire extinguishers, landings, entrances, elevators, and social hall area
- Prompt readiness of vacant apartments for showings for new tenants
- Daily inspection of the building and outdoor grounds
- Ensure all common areas including grounds and parking area are free from garbage and other disruptions from weather conditions
- Oversee seasonal shoveling of all walkways, removal of ice in all areas utilized by tenants and driveway entrances
- Regular maintenance including light repairs, such as electrical, painting, and minor plumbing
- Regularly inspect fire equipment and ensure it is up to date with standard regulations
- Ensure safety and security on the premises and be on-call for response to any after-hours emergencies
- Provide customer service in response to all inquiries, feedback, complaints or concerns



- Assist in renting out of units, application process, marketing vacancies and inquiries, and rent collections
- Help with coordination of repairs by contractors and/or volunteer repair team
- Responsible for ensuring all Property Management policies, procedures, and operations are conducted effectively
- Assist in managing social hall booking, social hall rental agreement and manage deposit
- Assist MC Operations Lead with all administrative duties as needed, and
- Perform other duties as assigned.

Qualifications:

- Prior experience with building maintenance, general household repairs, janitorial, or grounds keeping in either commercial or residential properties would be an asset
- Class 5 Driver's license with a clean driver's abstract and access to reliable transportation is required
- Must be physically fit, strong customer service focus, and a team player who is willing to pitch in wherever required
- Employment is subject to a criminal background check free of relevant convictions.

Language:

- English (Required); other international languages would be an asset (e.g. Urdu, Farsi, Gujarati etc.).

Personal Suitability:

- Initiative
- Flexibility
- Excellent oral communication
- Excellent written communication
- Dependability
- Judgement
- Reliability
- Organized

Compensation:

- Generations will offer a wage package with a rent discount, free parking space, and other advantages from flexibility side will be considered. Total compensation commensurate with experience.

To apply for this opportunity, please email your resume to: generations.calgary@iicanada.net with a subject line reading "**Application – Building Caretaker Phase 1**".

Generations thanks all candidates for their interest; only shortlisted, qualified candidates will be contacted for an interview.

NOTE: In an effort to further protect our residents as well as other employees and volunteers, Multi-Generational Housing & Community Centre campus requires all new employees to produce a clear Vulnerable Sector Search within 6 months prior to starting work.