

# HBSPCA Volunteer Position



## **[Click Here to Apply](#)**

**POSITION: Custodian Assistant**

**SCHEDULE: 4 Shifts Available – Monday 8:30-11:30am  
Wednesday 8:30am – 11:30am  
Friday 8:30am-11:30am  
Saturday 8:30am – 11:30am**

**LOCATION: 245 Dartnall Road**

### **Position Summary**

As a custodian's assistant your primary role will be help custodial staff keep the facility clean and neat by dusting, vacuuming, moping, cleaning restrooms and assisting with the removal of garbage and recycling.

### **This Volunteer Role is Right for you if:**

- You enjoy meeting and talking with people
- You understand that success is utilizing skilled volunteers from our community to advance our cause and deliverables.
- You are **PET** and **PEOPLE** focused
- You are an individual with a sense of commitment and passion for what you do

### **Key Responsibilities**

- Help sweep, mop and or vacuum
- Spot wipe walls, fixtures, and office areas
- Spot clean glass and mirrors
- Dust surfaces
- Clean door handles and fixtures
- Clean washrooms
- Empty garbage and recycling
- Replenish supplies
- Assist custodian with daily duties

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## **Qualifications**

- A kind, compassionate, and responsible disposition
- Exceptional client service skills
- Ability to work in teams and thrive in a fast-paced environment.
- Detail oriented, extremely well organized, and able to manage time and multi-task.
- Strong verbal communicational and interpersonal skills.
- Positive attitude a must.
- Ability to use computer and word
- Ability to use phone

## **Requirements**

- Must have a valid driver's license & own transportation to our location
- Agree to submission of a clean Police Check
- All volunteers are required to be fully COVID-19 vaccinated