

Job Posting: Part Time Custodian

Jordantown Acaciaville Conway Betterment Association

Location: 181 Acacia Valley Rd., Acaciaville, Digby County, Nova Scotia

Position Type: Part-Time (20 - 25 hours per week)

Wage: \$18.00 per hour

Reports To: Lead Custodian

Hours: Flexible scheduling (including evenings and weekends as required)

The Jordantown Acaciaville Conway Center of Excellence is seeking a reliable and detail-oriented Custodian to support the cleanliness, safety, and overall maintenance of our facility. This role is essential in ensuring a welcoming and functional environment for community members, program participants, volunteers and staff.

Key Responsibilities

- Perform routine cleaning duties including sweeping, mopping, vacuuming, dusting, and sanitizing surfaces.
- Clean and disinfect washrooms, kitchens, offices, and shared spaces.
- Monitor and replenish cleaning supplies and report shortages.
- Perform minor maintenance tasks (e.g., changing light bulbs, reporting repairs).
- Set up and take down rooms for events, meetings, and programming.
- Ensure compliance with health, safety, and sanitation standards.
- Remove garbage and recycling and maintain outdoor entry areas as needed.
- Maintain exterior property.

- Report maintenance issues, safety concerns, or damages promptly to the Lead Custodian.

Qualifications

- Previous custodial or cleaning experience preferred.
- Ability to work independently and manage time effectively.
- Basic knowledge of cleaning equipment and safe handling of cleaning products.
- Physical ability to lift up to 25 lbs and perform repetitive tasks.
- Strong attention to detail and commitment to cleanliness.
- Reliability and flexibility with scheduling.

Assets

- Experience working in community or multi-use facilities.
- Knowledge of workplace health and safety practices.

Application Process:

Interested applicants should submit a resume and brief cover letter outlining relevant experience to: manager@jacba.ca by **July 10, 2026 @ 4:30PM** or you may drop of your resume and cover letter at the **JACBA Center of Excellence, 181 Acacia Valley Rd., Acaciaville, NS. NS.**