



Founded in 1937, Marquis is a world-class company and Canada's largest book manufacturer with production plants in Quebec and Ontario. In May 2022, Marquis Book Printing acquired Georgetown Terminal Warehouse's book warehousing and distribution services. Come join our talented, growing team of 600 passionate, Canadian employees!

CUSTODIAN

Marquis GTW is looking for a company **Custodian** for our **Georgetown, Ontario** location.

The **Custodian** is responsible for ensuring that all office, warehouse, and common areas (including the exterior) are clean, neat, and safe at all times. The **Custodian** will also provide some basic, general maintenance services for the facility, both indoors and outdoors.

Job type: Full time, permanent
Shifts: Days - Monday to Friday

KEY JOB RESPONSIBILITIES OF THE CUSTODIAN:

- Ensure that offices, common areas, lunchroom, washrooms, warehouse, and other assigned areas are cleaned;
- Ensure the property is safe, accessible, and tidy; sort garbage and recycling for disposal;
- Cut the front lawn using a riding lawn mower and/or push mower;
- Restock and maintain inventory of all disposables, cleaning supplies, coffee service, and replenish as needed;
- Complete minor internal and external repairs (drywall repair, paint restorations, lights and fixtures, etc.)
- Carry out heavy cleaning tasks and special projects on a scheduled basis;
- Perform and document routine inspection and maintenance activities and provide feedback to management on deficiencies or repair needs;
- Maintains a healthy and safe working environment by adhering to Health and Safety policies/ procedures and company standards;
- Assist with set-up and tear-down for various events and workstation re-arrangements.

QUALIFICATIONS:

- Good organization skills and attention to detail;
- Knowledge of Occupational Health & Safety Act and Workplace Hazardous Materials Information System;
- Ability to lift up to 45 lbs.;
- Good English communication skills – both verbal and written;
- 3+ years of experience in a similar role; experience in commercial cleaning an asset;
- Demonstrated ability to use basic hand tools and familiarity with various handyman practices;
- Basic computer skills (e. g. Word, Outlook, Excel).

ADVANTAGES FOR THE CUSTODIAN:

- Health and Dental benefits;
- Vision care;
- Life and disability insurance;
- Great hours Monday to Friday.

Are you interested in joining our team as a Custodian?

Apply now to jobs@marquisbook.com!

Marquis is an equal opportunity employer and values diversity and inclusion. We thank all applicants for their interest, however only those selected for interview consideration will be contacted. Marquis GTW encourages applications from all qualified candidates and is committed to providing accessible employment practices that comply with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during any stage of the recruitment and selection process, please notify Human Resources.

Marquis GTW – 34 Armstrong Avenue, Georgetown, ON L7G 4R9

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