



Woodbridge Homes is seeking a Residential Custodian to join our team!

**about Woodbridge:**

Woodbridge is Vancouver-based developer with approximately one thousand units over six major projects in the immediate pipeline. We design and build desirable multifamily homes and focus on emerging areas of the Lower Mainland that are within the price point of local buyers and renters. The result is vibrant, livable communities where residents can truly thrive. You could say that building quality homes that fit your needs isn't just what we do, it's who we are.

**the role:**

We are seeking a reliable and detail oriented Residential Custodian to maintain the cleanliness and presentation of a 142-unit residential building in Port Moody. This role is essential to ensuring a safe, welcoming, and well-maintained environment for residents and visitors. The custodian will report directly to the Property Manager and work full-time hours (daytime) across a five-day schedule that includes weekends

**responsibilities:**

- Clean and disinfect all common areas, including lobbies, hallways, elevators, stairwells, amenity room and high- touch surfaces, on a daily basis.
- Operate equipment such as vacuums
- Keep janitorial and maintenance supply rooms organized and well-stocked.
- Perform regular exterior perimeter and building parkade sweeps, including litter removal.
- Ensure garbage and recycling rooms are tidy and items are disposed or recycled correctly.
- Respond promptly to urgent cleaning needs such as spills or damage requiring immediate attention.
- Address cleanliness deficiencies post tenant move out.
- Maintain cleanliness and readiness of vacant units as show suites for prospective tenant tours.
- Secure the building by properly storing keys and ensuring all entry/exit points are closed.
- Report any damage, vandalism, or safety concerns to the Building Manager.
- Perform basic building maintenance tasks such as drywall patching and sanding.
- Perform miscellaneous support functions, or other duties as assigned by management.

**qualifications:**

- Previous experience in residential or commercial cleaning.
- Ability to perform physical tasks including lifting, bending, and standing for extended periods.
- Fluent in English with strong verbal and written communication skills
- Friendly, positive and enthusiastic demeanor.



- Basic computer literacy, including the ability to:
  - compose and send email
  - complete digital timesheets
  - share/attach photos
  - able to compose a basic report in word

**additional requirements:**

- Ability to work independently and manage time effectively
- Attention to detail and commitment to maintaining Woodbridge's high standards of cleanliness
- Trustworthy and respectful of resident's privacy and property; criminal record check required
- As a pet-friendly building, the successful candidate must be comfortable working in an environment with domestic animals
- Valid driver's license and reliable vehicle is an asset.
- Ability to work at our commercial properties, on occasion.

**what we offer:**

- A great company culture and positive work environment.
- A comprehensive benefits program (extended health, dental, employee assistance program, life and ASI)
- Two (2) weeks of vacation, plus two "holiday flex" days and paid flex time
- A competitive compensation package, with an hourly rate ranging from \$21.50 to \$25.50, commensurate with experience
- Potential for an annual, performance-based bonus

**to apply:**

If this opportunity sounds like a good fit for you, please submit your resume and cover letter to Woodbridge via our website ([www.woodbridge.ca](http://www.woodbridge.ca)). We thank all applicants for their interest but will only be able to reply to those candidates selected for an interview.