

JOB DESCRIPTION

POSITION TITLE: SNOW REMOVAL ASSISTANT

REPORTS TO: HOUSE MANAGER

DEPARTMENT: RESIDENTIAL SUPPORT SERVICES

HOURS OF WORK: FLEXIBLE HOURS / SUNDAY TO SATURDAY

ISSUE DATE: JANUARY 13, 2013

JOB PURPOSE / OBJECTIVES

Perform basic shovelling, snow removal services and sweeping at the personal residence of the CEO to free up his time to develop the business. The Snow Removal Assistant may choose to also hold other positions and / or to assist other team members in accomplishing their tasks or projects in a timely manner as required using quality standards to meet management expectations. They may also choose to support management using all of their existing skills and abilities as required. They will also be given the opportunity to learn new processes and develop additional skills.

Key Responsibilities Listed in Order of Importance

Activity 1: General Snow Removal

- Use scoop, scoop shovels and snow shovel to clear snow from front and back sidewalks, the back patio, front and back landings, front stairs, and the concrete pad behind the garage
- Move the snow out of the way of pedestrian and vehicle traffic and keep snow banks low and out of the way where possible
- Clear snow from City Sidewalk and Bus Stop in front of the house

Activity 2: Professional Quality Effort for Safety

- Use a broom to sweep loose snow from sidewalks, patio, landings, stairs and back concrete pad to show a clear, neat, clean and professional look that is down to the concrete
- This not only provides a professional look but is also required for safety
- Use an approved steel shovel to chip and remove packed snow from concrete surfaces and remove the snow for safety and appearance

Activity 3: Clear Back Lane for Spring Drainage

- Remove packed ice and snow from the back lane in the spring to allow accumulated water to drain to the city storm sewers

EDUCATION AND EXPERIENCE

While no formal education is required, the incumbent must have a strong work ethic and show demonstrated competence in the field. Pride in workmanship, attention to detail and care in the job are a must.

PHYSICAL CAPABILITIES

Must be able to perform heavy, repetitive lifting in an extreme cold environment for an extended period of time. Independent mobility is required.

OTHER DETAILS

You will need to be able to work independently. Accurate and Timely Reports, Time Sheets and Record Keeping are a must. Attention to detail is a must.

This position may lead to a paid part time, full time or salaried position depending on performance, ability, qualifications, work ethic, business performance and interest on the part of the applicant.

Note: This position is available for volunteers, interns and independent out-sourced contractors who are willing to be compensated with deferred payments. Participants will be entered in our exclusive Loyalty Rewards Program.

This is a general job description of the main functions of the position and is not intended to cover all of the detail of the work requirements.