



Posting # 2021 –167
Date: July 1, 2021

COMMUNITY BUILDERS
Striving for excellence in compassion

POSTING (BCGEU)

JOB TITLE: Janitor

STATUS: Permanent Full-time

AREA OF WORK: Granville Villa, 1025 Granville St.

HOURS OF WORK: 9am-5pm

DAYS OF WORK: Monday-Friday

GRID LEVEL: \$19.90 /hourly

Job Summary

Performs routine cleaning and minor maintenance of buildings and grounds. Assists clients with room conditions and standards to maintain housing.

Functions & Responsibilities

1. Cleans, washes and disinfects building areas such as walls, windows, ceilings, floor, carpets, air vents, furniture, mattresses, blinds and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing, buffing, using various manual and power cleaning equipment.
2. Collects and disposes of refuse and maintains clean refuse areas; performs spot clean---ups as required.
3. Maintains and cleans parking lots and sidewalks using hand and powered brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse; performs minor gardening tasks such as mowing and trimming lawn, weeding, watering.
4. Performs minor maintenance on buildings, grounds, furniture, electrical fixtures and plumbing; such as unplugging sinks and toilets, replacing tap washers, light bulbs.
5. Sets up furniture for functions and meetings. Maintains various logs, key registers and other records; assists in taking inventory; orders and maintains janitorial supplies.
6. Secures the building by arming alarms, locking doors and windows.
7. Performs other related duties as required.

Education, Training & Experience

1. Grade 10
2. One (1) month recent related experience. Or and equivalent combination of education, training and experience
3. Criminal record check

Skills & Abilities

1. Ability to work in a harm reduction environment which includes an observed consumption area, as well as familiarization with the principles of harm reduction.
2. Physical ability to carry out the duties of the position.
3. Able to work independently with minimal supervision, exercise initiative and good judgment
4. Ability to operate related equipment.
5. Ability to communicate effectively, both verbally and in writing.
6. Ability to organize and prioritize.

7. Ability to establish and maintain rapport with clients, staff and management and collateral service providers.
8. Ability to analyze and resolve problems.
9. Ability to work in low barrier housing environment with sensitivity to population group housed.
10. Ability to follow established policies and procedures

APPLY BY: July 8, 2021 at 3PM

APPLY TO: hr@communitybuilders.ca

SUCCESSFUL APPLICANT: _____

INITIALS: _____ **Date:** _____

This position is open to all qualified individuals and requires membership in the Union. The successful applicant is not required to operate their own vehicle for performing the duties of the position.