



Internal/External Employment Opportunity
Seasonal Shelter Custodian

Under the supervision of the Facilities Dept. it is the intent of the Victoria Native Friendship Centre to employ a **Shelter Custodian** position to carry out a variety of custodial and other miscellaneous duties related to maintaining a healthy, safe and sanitary facility for guests, visitors and staff.

DUTIES: Other duties may be assigned

- Wash and disinfect washrooms and 2 showers; floors, toilets/urinals, sinks, counters, mirrors, and fixtures, etc.
- Check and replenish stock as needed
- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, and disinfecting shelter surfaces such as floors, carpets, windows, walls, etc.
- Launder shelter bedding
- Perform Exterior Grounds duties such as cleaning grounds, paved and grassy areas of debris and garbage
- Collects and removes garbage from the shelter facilities
- Responsible for securing and closing the building
- Maintain cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of guests, staff and public.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to Maintain confidentiality
- Knowledge of WCB regulations and safe work practices
- Knowledge of COVID 19 safety procedures and protocols
- A sound understanding of the Friendship Centre movement
- Ability to multi-task while remaining composed and maintaining a professional attitude in high stress and potentially volatile situations
- Flexible and able to adapt to an ever-changing environment
- Excellent communication skills (verbal and written); Organizational skills
- Ability to read and write various correspondences such as but not limited to letters, memos, etc.; comprehend simple instructions and interpret various documents.
- Physical requirement - The incumbent must spend a major portion of the work hours standing, walking, sitting and/or doing labor intensive work. The incumbent may be required to do a great deal of stretching, bending and lifting.
- Required to provide a vulnerable Sector Criminal Record Check (form can be located at <http://www.pssg.gov.bc.ca/criminal-records-review/>).

EDUCATION AND EXPERIENCE:

- The successful candidate will possess a combination of education and experience that satisfy all or most of the following:
- Graduate of high school or equivalent and/or a Building Service Worker Course Certificate or equivalent
- Custodial and/or building maintenance experience of 3 years or more
- WHIMS certificate; First Aid

HOURS: Weekends, sick and holiday coverage

WAGE: \$22 per hour

COMMENCES: Immediately

Please submit your resume and cover letter attention to:

Ron Rice, Executive Director

(by mail / fax / email to admin@vnfc.ca or in person)

No phone calls please, only those selected for interviews will be contacted.

An eligibility list will be established.

Closing Date: 2020

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.