



Victoria Native Friendship Centre
Internal/External Employment Opportunity
XaXe SƧELIƧKEL_Custodian
Building Services and Daycare Teams



In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, Indigenous applicants preferred. Please self-identify in your cover letter.

Under the supervision of Custodial Management, it is the intent of the Victoria Native Friendship Centre to employ a XaXe SƧELIƧKEL Custodian position to carry out a variety of custodial and other miscellaneous duties related to maintaining a healthy, safe and sanitary facility for the Daycare participants, families and staff..

DUTIES: include the following but are not limited to the job specifications contained herein. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel.

- Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures
- Performs a variety of manual tasks in all daycare spaces including, entrances, Infant rooms, Toddler room, 3-4 year old room, portable and office; dusting, sweeping, vacuuming, washing, scrubbing, and disinfecting facilities surfaces such as floors, carpets, windows, walls, and desks. etc for offices, meeting chambers, recreational facilities, and entrances
- Performs groundskeeper duties such as cleaning grounds, paved areas, storage and work areas of debris
- Snow removal and salting during the winter
- Collects and removes garbage, recycling and compost from inside and outside facilities
- Responsible for closing and securing the building
- Communicating clearly when cleaning stock inventory is low to Custodial Management to assure supplies are meeting daily needs.
- Maintain storage areas and cleaning equipment, materials and supplies in serviceable, great condition as well as safe and orderly manner in order to ensure the safety of staff and the public

KNOWLEDGE AND ABILITIES:

- A sound understanding of the Friendship Centre movement
- Ability to Maintain confidentiality
- Knowledge of WCB regulations and safe work practices
- Ability to follow VNFC COVID-19 safety policies and cleaning procedures
- Able to complete duties with minimal supervision
- 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 labour intensive work. The incumbent may be required to do a great deal of stretching, bending and lifting.
- Must provide a clear vulnerable sector Criminal record check (within 6 months) (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:

- 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

SALARY: Wage Scale \$18.87 – 20.00 an hour

HOURS: 30 hours/week (evening hours.)

COMMENCING: When filled

Please submit your **resume and cover letter** attention to:

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: Until Filled

Victoria Native Friendship Centre
231 Regina Avenue., Victoria BC V8Z 1J6
Telephone: (250) 384-3211 / Fax Number: (250) 384-1586