



XaXe SFELITKEL Custodian

Under the supervision of Custodial Management, it is the intent of the Victoria Native Friendship Centre to employ a **XaXe SFELITKEL 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: Other duties may be assigned

- Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures
- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, and disinfecting facilities surfaces such as floors, carpets, windows, walls, 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
- Collects and removes garbage, recycling and compost from inside and outside facilities
- Maintains janitorial equipment in serviceable condition
- Responsible for closing and securing the building
- Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to Maintain confidentiality
- Knowledge of WCB regulations and safe work practices.
- A sound understanding of the Friendship Centre movement
- Team Player
- 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.
- 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: Monday – Friday (21 hours week) evenings

WAGE: Wage range \$17.87 – 18.87 per hour

COMMENCES: February 19, 2019

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: February 12th, 2019

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