



Victoria Native Friendship Centre
Internal/External Employment Opportunity – 1 FTE

VNFC Custodian



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 VNFC Facilities Maintenance Team, it is the intent of the Victoria Native Friendship Centre to employ a **VNFC Custodian** to carry out a variety of custodial, maintenance and other miscellaneous duties related to maintaining a healthy, safe and clean environment for staff, clients and Community.

DUTIES: other duties may be assigned.

- Wash and disinfect all washroom floors, toilets/urinals, dispensers, sinks and fixtures, check and replenish stock
- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, and disinfecting all common surfaces such as floors, carpets, windows, walls, laundry facilities, offices and entrances
- Performs groundskeeper duties such as cleaning grounds, paved areas, storage and work areas of debris, some snow removal and salting during the winter
- Collects and removes garbage, recycling and compost from inside and outside facilities incl. the offices, kitchen, bathroom, laundry room, etc.
- Collects and removes garbage, recycling and compost
- Performs groundskeeper duties such as cleaning grounds, paved areas, storage and work areas of debris
- 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
- Ability to follow VNFC safety procedures/policies related to COVID 19
- 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 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 (afternoon/evening shift)
WAGE: \$20/hour
COMMENCES: October 5, 2020

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: When position is filled

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