



Victoria Native Friendship Centre Summer Employment Opportunity Maintenance Support Worker



Working as part of the Maintenance Team and under the supervision of the Team Leader, this position will contribute to the maintenance and care of the Victoria Native Friendship Centre Rental Properties including indoor and outdoor spaces.

COVID-19 Notice: While VNFC currently has limited access to the public, the VNFC remains open for those staff contributing to essential services including the maintenance team. Therefore, this position requires the selected person to attend work onsite. All provincial standards of social distancing are in effect at VNFC and personal protective wear will be provided when necessary.

DUTIES

Duties include but are not limited to, others may be assigned:

- Assist with daily maintenance of VNFC tenancy properties Siem Lelum, Fernwood Apartments and assist with daily maintenance of the Friendship Centre, which is a 38,000 square foot facility, with a seasonal shelter, gymnasium, amphitheater, industrial kitchen, meeting rooms, washrooms, and outdoor playgrounds and vegetable garden. There is also a daycare in a separate building on the property, and a portable.
- Maintenance includes but is not limited to cleaning washrooms, dusting, sweeping, vacuuming, disinfecting services, laundry rooms, garbage collection, and performing exterior grounds safety checks, cleaning, and general upkeep.
- Complete special projects related to improvements and seasonal maintenance.
- Check and replenish stock as needed, and maintain cleaning equipment, materials and supplies in a safe manner.
- Understand COVID-19 disinfection/cleaning procedures and contribute to enhanced cleaning in support of safety for all.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of WCB regulations and safe work practices. WHMIS and First Aid certification an asset.
- Ability to maintain confidentiality and professional attitude in all tasks.
- Ability to work independently, as part of a team and be reliable and self-motivated.
- Able to multitask and be flexible to the shifting needs of the VNFC.
- Able to meet the physical demands of position which includes long hours of walking, standing, and bursts of exertion.
- Must be the age of 30 or younger at the time of hiring, as per regulations of the funder.
- Must be able to provide a clear Vulnerable Sector Criminal Record Check, dated within the last 6 months.
- Valid BC Class 5 license and clean driving record an asset.

Essential Criteria:

To qualify for this position, the candidate must be one of the following:

- At least 15 years old and no older than 30 at time of hiring. OR
- Currently be on or be eligible for PWD or income assistance. OR
- Be a person with persistent Multiple Barriers (PPMB) from a Treaty Nation or First Nation Administering Authority, and as verified by the ministry.

SALARY & TERM: \$16-\$20/hour; 12 week term maximum, position available immediately and ending Dec 31st, 2021
HOURS: 15-30 hours/week; weekdays

Please submit your Resume, Cover Letter to:
Ron Rice, Executive Director
(by mail, fax, or email to admin@vnfc.ca)

Position will remain open until appropriate candidate is found, so apply early. No phone calls please, only those selected for interviews will be contacted. All new VNFC positions are pending funding approval.

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 cover letter.

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