



Job Posting – Custodial worker

Note: This position requires BCGEU union membership and applicable union dues.

The Custodial worker is expected to do manual work that involves cleaning and janitorial tasks on an assigned shift in and around Vancouver Aboriginal Friendship Centre Society (VAFCS) buildings. The worker must be able to work weekends and able to communicate in English. The Custodial worker will be responsible for keeping buildings in clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk. The custodial must be able to work weekends and other shifts as required.

Job details: Full-time. 37.5 hours per week.
Projected start: As soon as position is filled.
Accepting applications until: May 31, 2017

Qualifications:

Education:

- Highschool diploma/GED
- Valid British Columbia Class 5 Driver's License (or better)
- An AA degree in mechanical, electrical or industrial maintenance would be a plus
- Certification in First Aid and in Workplace Hazardous Materials Information System (WHMIS) would be beneficial.

Knowledge:

- Good knowledge and aptitude for the operation of cleaning and maintenance equipment
- Ability to perform minor maintenance tasks within established facility standards
- Knows how to use safety equipment when required: safety boots, safety glasses/goggles, etc.
- Knowledge of Aboriginal culture and community
- Basic computer skills and knowledge

Experience:

- Minimum 1 year experience cleaning and upkeep of a major facility
- Demonstrated ability to be a self-starter and provide good quality services

Other Competencies:

- Proven ability to work as part of a team
- Able to work under pressure with good time management
- Must be able to supervise and tactfully communication (verbal and written) with co-workers
- Ability to take responsibility for building security and customer safety
- Physical ability to lift up to 75lbs

Job Duties:

- Responsible for security of facilities to include priority security areas such as administration, bookkeeping, record storage areas and all offices.
- Locks or unlocks doors, turns lights on/off, generally patrols grounds.
- Performs general cleanup of all office facilities: Sweeps, mops, polishes, refinishes resilient floors, vacuums and shampoos carpeted areas, washes walls, windows/covering, dumps garbage and recycle bins, performs all cleaning aspects of halls, offices, board rooms, restrooms, lunchroom and gymnasium
- Cleans light fixtures and changes bulbs/tubes.
- Performs minor repairs on windows, doors, switches, desks, tables, plugs, equipment, appliances, sinks, toilets, blinds and clean up and repair of all vandalism.
- Contacts appropriate maintenance service shop for major repairs.
- Maintains heating and air conditioning systems, boilers, pumps, fan units, control panels, thermostats, cooling towers, etc.
- Maintains and/or has working knowledge of environmental safeguards and alarm systems.
- Prepares and sets up rooms or auditoriums for meetings, parties, or various other activities and cleans up afterwards.
- Maintains outside grounds (removes snow, ice, and debris, sprays and removes weeds, sweeps and cleans gutters, waters and maintains sprinkling system.
- Plans and prioritizes work for self and staff.
- Determines needed supplies and equipment.
- Monitors need for equipment maintenance and repair and maintains a proper inventory of materials and supplies. Accountable to administrators for custodial performance.
- Recommends hiring and retention of other custodial personnel and monitors work quality and trains as needed.

Applications must include:

1. Cover Letter
2. Resume
3. At least two references

Submit applications:

- Send hard copy applications to: Vancouver Aboriginal Friendship Centre Society, 1607 E. Hastings Street, Vancouver, BC V5L 1S7 **OR**
- E-Mail electronic applications to: executivedirector@vafcs.org, **OR**
- Fax applications to: (604) 251-1986

Preference will be given to qualified Aboriginal candidates in accordance with Section 41 of the British Columbia Human Rights Code.

Only candidates shortlisted will be contacted for an interview.

A big thank you to all applicants!