



Lookout Housing and Health Society is the safety net which provides minimal barrier housing and a range of services to destitute and low income adult men and women who have few, if any options, and who demonstrate an inability to meet their own needs.

JOB DESCRIPTION – RESIDENTIAL BUILDING ATTENDANT

Classification: Environmental Services Benchmark: Residence Building Attendant (80410) Grid: 15	Date Prepared: April 8, 2008 Date Updated: July 18, 2023
--	---

JOB SUMMARY:

The Building Attendant (BA) reports to the Site Manager and works in accordance with the mission and philosophy of Lookout Housing and Health Society, including following Lookout's Code of Ethics. Building Attendants perform a variety of administrative, maintenance, and security functions within the residence managed by Lookout.

DUTIES AND RESPONSIBILITIES:

- Administrative tasks related to property management such as: rent collection, security deposits, petty cash
- Maintenance work and repair duties such as repairing furniture, installing switches, replacing plugs, and other basic appliance repairs
- Prepares estimates of maintenance and repair costs for management
- Performs a variety of cleaning duties, garbage removal, and monitors disposal services
- Monitors condition and cleanliness of client rooms, and ensures a safe and secure environment
- Will assist new staff, oversee volunteers, and work with all staff to ensure facilities meet the needs of guests
- Maintains manual and computerized reports and records on an ongoing basis
- Job duties may have a few disagreeable factors

QUALIFICATIONS & COMPETENCE:

- Minimum Grade 12 education plus two (2) years of recent related experience; or an equivalent combination of education, training, and experience
- **Must have current Occupational First Aid Level 1 Certificate**
- **Must have two doses of COVID 19 Vaccine**
- Crisis Intervention Skills Training is an asset
- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Excellent communication, writing, documentation, and organizational skills
- Understands and maintains clientele/worker boundaries
- Ability to work with disadvantaged and challenging adults in a diverse environment
- Strong physical and mental ability to perform work tasks and operate job related equipment
- A minimum of two (2) years of sobriety if you have had concerns related to alcohol and/or drug use
- Criminal Record Clearance – Vulnerable Sector

Job Description
Job of Resident Building Attendant
Lookout Housing and Health Society

As of the signed date, I have read and understood the above job description.

Signature

Date