



NOTICE:

JOB POSTING #1609

POSITION: Janitor/Maintenance Worker (Grid 7)

1 Full Time – Courtenay, BC

SALARY: \$25.18 - \$26.84 depending upon applicants' length of seniority (as per the Collective Agreement)

HOURS AND DAYS OF WORK:

- **Monday through Friday**
- Shift times will be **10:00 – 18:00 Hours**
- Shifts are **7.5** hours in length
- Days of rest shall be consecutive. Schedule may change with two weeks' notice
- Probationary/qualifying period will be 488 hours with mid and end point reviews

JOB SUMMARY:

The Janitor Maintenance Worker 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. Janitor/Maintenance Workers ensure the cleanliness of the overall site, both inside and outside. The worker will also ensure that building functions such as mechanical, plumbing, and electrical are properly maintained. Ongoing maintenance and janitorial work is required on premises.

JOB DUTIES (In Brief):

- Janitorial work such as sweeping, washing, and waxing floors; cleaning and disinfecting all surfaces
- Garbage removal and emptying recycling containers
- Monitor and upkeep all building equipment
- Maintain repairs on premises including the upkeep of suites by fixing, repairing, plumbing, landscaping, etc.
- Will assist new staff and oversee volunteers; and work with staff to ensure facilities meet the needs of guests
- Work is generally completed internally, while some external work on the premise may occur
- Job duties may have a few disagreeable factors
- Responsible for complying with and contributing to all aspects of health and safety program

QUALIFICATIONS & COMPETENCE:

- Minimum Grade 12 education, plus two (2) years of recent related experience; or an equivalent combination of education, training, and experience
- **Building Service Worker Diploma** is an asset
- **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 sobriety if related concerns to alcohol and/or drug use
- Criminal Record Clearance – Vulnerable Sector

Lookout Housing and Health Society is committed to empowering people from different races, gender, age, religion, identities and unique experiences. We welcome everyone from diverse backgrounds and encourage them to apply in order to foster an inclusive environment.

TO APPLY: Submit cover letter and resume, and quote **Job Posting #** in subject line to: Lee.Fox@lookoutsociety.ca

CLOSING DATE: Applications will be accepted until **July 12, 2024 at 5:00pm**

*"All employees, including laid off and displaced employees, are entitled to apply on the vacancy and be considered pursuant to the provisions of Article 12.9." **Internal applicants must notify manager of intent to apply.** External applicants will be reviewed after Internal.*

ALL QUALIFIED APPLICANTS WELCOME TO APPLY. THOSE SHORT-LISTED WILL BE CONTACTED.

c. BCGEU, Shop Steward