

NOTICE:**JOB POSTING #0125****POSITION:** Janitor/Maintenance Worker**1 Temporary Part Time – Rhoda Kaellis**

Temporary until incumbent returns

SALARY: \$18.09 -19.97 depending upon applicants' length of seniority (as per the Collective Agreement)**HOURS AND DAYS OF WORK:**

- **Tuesday and Wednesday**
- Shift times are **23:00 - 07:00 hrs**
- Shifts are 7.25 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 inside and outside. The worker will also ensure 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: sweep, wash & wax floors, clean and disinfect all surfaces
- Garbage removal and empty recycling containers
- Monitor and upkeep all building equipment
- Maintain repairs to site premises including upkeep suites by fixing, repairing, plumbing, landscaping, etc
- Will assist new staff and oversee volunteers and work with all staff to ensure facilities meet the needs of guests
- Work completed internally and some external work on the premise may occur
- Job duties may have a few disagreeable factors

QUALIFICATIONS & COMPETENCE:

- Related Building Service Worker Diploma an asset or minimum Grade 12 education, plus two (2) years of recent related experience or equivalent combination of education, training and experience
- **Must have current OFA 1 First Aid Certificate**
- Crisis Intervention Skills Training an asset
- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Excellent communication, writing and documentation and organizational skills.
- Understands and maintain 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 you have had concerns related to alcohol and/or drug use.
- Criminal Record Clearance – vulnerable sector

CLOSING DATE: Applications will be accepted until **17:00 hours, March 15, 2018****TO APPLY:** Submit cover letter and resume with the Job Posting # in the subject line to: info@lookoutsociety.ca**NO PHONE CALLS PLEASE**

"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 (Selection Criteria)." **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