NOTICE OF JOB VACANCY (Posted: August 17, 2021 – open until the position is filled)
RE-POSTING – PREVIOUS APPLICANTS NEED NOT RE-APPLY

Job Competition #: 2021-RAP-02A

Position: On-Call Cleaner
Resettlement Assistance Program – Welcome Centre
On-Call position starting as soon as possible

Summary:
Reporting to the Welcome House Coordinator performs routine maintenance, repairs and improvements, and related incidental purchasing for the Welcome House suites and common areas. Ensures suites are in excellent condition for occupancy and that common areas and office spaces are well maintained.

Responsibilities:
• Conducts and documents daily facility safety, security and maintenance inspections following established procedures. On a monthly basis, or more frequently if required, inspects and documents Welcome House suites to assess ongoing maintenance needs.
• Carries out routine maintenance including but not limited to movement of fixtures and supplies, installing fixtures, repairing damage to walls and floors, repairing/replacing doors, unplugging toilets, and assembling and moving furniture. With approval from the Welcome House Coordinator purchases related supplies. Makes recommendations for improvements and implements approved recommendations.
• Performs “touch-up” and complete painting of suites as well as internal and exterior common area surfaces as required.
• Carries and monitors a cell phone to respond to emergency calls from staff (immediate building repairs such as broken windows, overflowing toilets etc.) and other agencies (alarm triggers).
• Ensures that internal halls, stairs, and doorways are free of any obstacles that would impede safe passage. In conjunction with contract providers, ensures sidewalks and exterior areas are clear of snow, ice and other obstacles or dangers.
• Performs scheduled maintenance of sprinkler and alarm systems as required by municipal by-laws and insurers.
• Organizes and maintains designated storage spaces and maintenance tools and supplies in an orderly fashion.
• Liaises with the Welcome House Coordinator to ensure suite inventory, inspection, and maintenance records are up-to-date.
• Performs other related duties as assigned.
**Qualifications:**
Completion of high school and a minimum of two (2) year’s recent related experience OR an equivalent combination of education, training, and experience acceptable to the employer.

**Skills and Abilities:**
- Ability to communicate effectively in both written and oral English.
- Demonstrated ability to deal effectively and courteously with clientele, staff, and the public from differing cultural and linguistic backgrounds.
- Demonstrated aptitude and skills as a “handy-man”. Knowledge of the use and maintenance of basic hand and power tools, ladders, and safety equipment.
- Knowledge of safety practices when performing maintenance work and using tools. Employs such practices at all times.
- Demonstrate ability to manage time well and work with minimal supervision.
- Possession of and the ability to maintain a clear provincial criminal record check.
- Ability to carry out the duties of the position.

Email applications **must** include “2021-RAP-02A” and can be sent to: jobs@issbc.org

**Closing Date:** Open until position is filled; applications are reviewed as received

Wage rate is commensurate with the level of experience and qualifications you possess. A competitive benefits package is also available for eligible employees.

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.