December 7, 2021

Internal/External Job Posting # AD12-21-02
Building Services Worker (Casual)

Collingwood Neighbourhood House’s mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community’s social, educational, economic, health, cultural and recreational needs.

JOB OVERVIEW
The successful candidate will participate in the day-to-day cleaning and maintenance of various Collingwood Neighbourhood House’s locations. These janitorial duties will be performed under intermittent supervision and are subject to review by the Facility Coordinator.

RESPONSIBILITIES
- Performs heavy and light cleaning for Collingwood Neighbourhood House’s facilities and other related building service work
- Ensures COVID-19 cleaning protocols are followed
- Takes inventory and order maintenance supplies
- Opens and closes the facilities as per schedule
- Monitors the condition and cleanliness of all rooms, and ensure the safety and security of all facilities
- Completes related records and documentation such as maintenance logs, key registers, and incident reports
- Identifies maintenance problems and report the work required
- As required, assists other programs with the setup and arranging of furniture and equipment
- Works with other staff members, volunteers and external members of the organization
- Performs any other related duties as assigned by Facility Coordinator

QUALIFICATIONS
- Building service worker certificate or an equivalent qualification
- First aid certificate and WHMIS training
- Minimum one year of custodial/janitorial experience
- Knowledge of routine building and equipment maintenance and minor repair tasks
- Physically fit individual with the ability to lift heavy items
- Able to work various shifts, including early mornings, evenings and weekends
- Having a punctual and reliable attitude
- Ability to work in a high energy, busy, multi-purpose facility
- Ability to respond to emergency situations
- Ability to exercise care in the use of cleaning materials and equipment
- Ability to understand and follow oral and written instructions
- Ability to work as part of a team and independently with minimal supervision
- Ability to deal courteously and effectively with co-workers, volunteers, external members of the Neighbourhood House, and the public
- Ability to work in an intercultural setting
- Values consistent with Collingwood Neighbourhood House
JOB DETAILS
• Salary: $18.86 per hour
• Schedule: On call/as needed
• Locations: Collingwood Neighbourhood House sites, including Collingwood Neighbourhood House (5288 Joyce St); Duke Street Early Learning & Care Centre (2708 Duke St); Sarah House Early Learning & Care Centre (5729 Wales St)
• This is a unionized position covered by a Collective Agreement with CUPE Local 1936.

APPLICATION PROCESS
Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified internal and local applicants.

Equality of opportunity and diversity is important to us. We do not discriminate on the basis of race, religion, colour, ethnicity, gender, sexual orientation, age, marital status, or disability.

Please submit your resume by Wednesday, December 22, 2021 at 5 pm
Attention: Qasim Ahmadi
Facility Coordinator
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, BC V5R 6C9
Email: qahmadi@cnh.bc.ca

Please quote reference #AD12-21-02

We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.
No phone calls please.