

Kitsilano Neighbourhood House Caretaker

Job Brief

We are looking for a Caretaker help maintain our facilities and carry out cleaning and maintenance duties as required and within a prescribed daily, weekly, monthly and annual schedule.

The goal is to keep our building in a clean and orderly condition.

This may include: performing heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Key Responsibilities:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash/recycling.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors...
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance used to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks and public walkways when required
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Spray insecticides and fumigants to prevent insect and rodent infestation
- Turn over residential suites as and when required.

Maintaining a clean and safe Neighbourhood House

- Cleaning all areas, including meeting rooms, the office, toilets and kitchens and ensuring they are maintained in accordance with the Centre's high standards.
- Cleaning will include, but is not exclusive, mopping, sweeping floors, waxing floors, vacuuming, polishing, dusting, cleaning toilets and general up keep of the Centre.
- To report any day-to-day maintenance issues such as minor repairs, changing light bulbs etc to the Facility Manager
- Making safe any hazards, ensuring areas are cordoned off if required.
- Moving furniture and equipment, as required.

- Maintaining our small outside areas, including clearing litter and weeds and clearing ice and snow.
- Reporting any issues or defects to the Facilities Manager.

Administrative

- To ensure the centre has adequate supplies of cleaning materials by communicating to the Administration and Finance Coordinator.
- Completion of timesheets.

General

- To undertake all activities in compliance with KNH policies and procedures, with particular reference to health and safety.
- To carry out any other duties within the scope of the post.

Requirements

- Proven working experience as a cleaner or caretaker 2-3 years minimum
- Good Communication Skills and English speaking ability
- Ability to handle tools, equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Clean driving record

Job Details:

Salary: Band 4SB, Step 3, \$16.81-\$17.77 plus benefits.

Schedule: Flexible work schedule 35 hours per week

Location: Kits House and Linden Tree Place

Closing Date: October 13, 2017

Submit resumes and cover letters by email to: clauddeg@kitshouse.org

***** No phone calls please *****

We thank all applicants; however, only those candidates to be interviewed will be contacted. Previous applicants need not apply.

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.

For more information about ANHBC and the Kitsilano Neighbourhood House, please visit www.anhbc.org.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Centre