

Employment Opportunity Custodian - Part-Time/Casual – On Call Available

Alexandra Neighbourhood House is seeking an energetic and dedicated individual to join our team as **Part-time Custodian** at our Retreat and Events Centre. A member of the Association of Neighbourhood Houses BC (ANHBC), Alexandra Neighbourhood House delivers programs and activities contributing to a vibrant, caring and inclusive community. The Alexandra Retreat and Events Centre hosts rental groups, as well as Alex NH programs and activities.

The successful candidate will demonstrate a proven record of working independently, superior communication skills, and be able to work effectively with customers, staff, volunteers and the general public.

Reporting to the Coordinator, Retreat & Event Centre, in collaboration with the Building Services Supervisor.

Position Purpose: To support the delivery of activities at Alexandra Neighbourhood House through the role of Custodian

Custodial Duties:

- Ensure that the buildings, facilities and equipment are maintained and cleaned.
- Clean, wash and/or vacuum furniture, to wash windows and floors, and to spot wash and clean high traffic areas.
- Ensure program spaces are clean and tidy for following day activities incl. washrooms, floors, and garbage esp. related to childcare spaces.
- Open and close facilities for internal and external user groups,
- Orient user groups to Camp Alexandra and Beecher Place facilities and equipment including dishwashers, safety equipment, e.g.: telephone systems, fire exits and suppression equipment, kitchen equipment (stoves, fridges, freezers, dishwasher, toasters, etc.) and emergency contact numbers.
- Provide tours for potential rental groups
- Ensuring that all buildings, facilities and equipment are kept securely.
- Other custodial/janitorial duties as required.

Qualifications:

- Minimum 3 years janitorial and building maintenance, custodial, related trades qualifications, and/or combination of experience and education.
- Requires sound knowledge of janitorial skills, routines, supplies and procedures
- Should have some knowledge of building maintenance.
- Good communication skills including the ability to work with community groups, staff and clients
- WHIMIS

Terms - Part time/Casual Mondays, Tuesdays, Wednesdays and Weekends – Also available – On-call evenings/weekends

Salary: \$16.23 - \$18.14 (based on experience) **Band 3 Base – Step2**

Submit Resumes to: **rentals@alexhouse.net**

APPLICATIONS MAY ONLY BE SENT BY EMAIL. *No phone calls please.*

The 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.

ANHBC Member Houses: Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center