

Janitorial, Alex House
(Internal/External Posting)

***With respect, Alex House operates on the stolen land of the Coast Salish Nations,
the Semiahma (Semiahmoo), q̓íçəy̓ (Katzie), and q̓'wɑ:n̓ł'ən̓ (Kwantlen) Nations***

Welcome Bienvenue Chào mừng Quý Vị 𑐃𑐅𑐃𑐅 𑐃𑐅𑐃𑐅 Bienvenidos 환영합니다

Alex House is seeking energetic and dedicated individuals to join our Custodial Team. Alex House is a member of the Association of Neighbourhood Houses BC (ANHBC, a non-profit community-based organization est. in 1894. Alex House operates multiple sites in Surrey & White Rock, with our main facility in Crescent Beach, where we operate on the stolen and occupied land of Semiahmoo Nation. We offer programs and activities that contribute to a vibrant, caring and inclusive community, and we are committed to decolonizing our approach, while ensuring an anti-racism approach.

The successful candidate will demonstrate a proven record of working independently, superior communication skills, and be able to work effectively with team members, volunteers, program participants, and the general public. We are looking to fill multiple positions for our Alex House sites – all in South Surrey.

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

Duties:

1. Janitorial –

- Weekday cleaning of childcare and program spaces.
- Replenish paper/cleaning supplies in all buildings, as needed.
- As assigned – evening cleaning of childcare and program spaces.
- Site cleanliness incl. cleaning of outdoor garbage containers.

2. Maintenance –

- General maintenance over weekday incl. plugged toilets/sink, flooding, breakers etc. and/or call external service provider when unable to remedy. Non-urgent issues will be referred to Building Services Manager.
- **Vacation coverage and some on-call for statutory holidays**

Qualifications

- Minimum 3 years building services work
- Related training/certification incl. WHIMIS, Occupational First Aid
- Driver's License required – Class IV
- Excellent verbal and written communications skills in English
- Team and customer oriented; demonstrated interpersonal skills
- Strong organizational skills; ability to manage changing priorities
- Clear vulnerable sector criminal record check

Alex House maintains up-to-date, written protocols to ensure compliance with current provincial and Fraser Health authority regulations and guidelines pertaining to health and safety measures.

Closing Date: Until position is filled, ongoing needs

Hiring Range – ANHBC Salary Grid Band OF2 - \$19.76 – 21.90 per hour hiring range, up to \$24.28 with annual incremental increases. Regular F/T and P/T roles include a comprehensive benefits package, including vacation/sick leave, extended health, and pension eligibility.

Terms of Employment:

Full Time – 35 hours, varying shifts available incl. weekday/early evening hours, and possibly weekends.

Part Time – 17.50 hours minimum, varying shifts available incl. weekday/early evening hours, and possibly weekends.

Please submit resume to: buildingservices@alexhouse.net and rentals@alexhouse.net

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 Alex House visit www.alexhouse.net and ANHBC, visit www.anhbc.org. ANHBC Member Houses: Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Marpole NH, Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center.

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