



Position Title: Janitorial Cleaner

Reports to: Assistant Maintenance Manager

Department: Property Services

Pay Range: \$16.32-\$20.66

Location: Nanaimo, BC

Start date: ASAP

How to apply: Please send your Resume to Resumes@pacificahousing.ca by December 19, 2017 at 4:00pm.

Organizational Focus:

As a non-profit charitable organization, Pacifica Housing's vision is *better lives through affordable homes and community connections*. Our mission is to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

Property Services ensures the prudent management of the organization's rental housing portfolio assets including planning and delivery of property maintenance activities.

Employee Benefits:

- Medical Service Plan (MSP) Coverage
- Extended Health Plan
- Extended Dental Plan
- Registered Retirement Savings Plan (RRSP) Matching Program
- Employee Assistance Program

Position's Primary Objectives:

The Janitorial Cleaner is primarily accountable for fulfilling janitorial work orders according to a prescribed schedule and to meet quality standards established by Property Services.

Key Responsibilities:

1. Janitorial Cleaner performs a variety of janitor functions according to janitorial work orders and following an established schedule, including:
 - perform heavy cleaning duties, such as cleaning floors, washing walls and glass, and removing rubbish;
 - clean windows, glass partitions, and mirrors, using soapy water or other cleaners, and sponges;
 - keep units in clean and orderly condition;
 - cleaning units upon turnover and according to the Society's specifications;

- immediately reporting safety or accident/injury incidents to the Assistant Maintenance Manager;
- completing required paperwork such as janitorial work orders and mileage claims and submitting to the Assistant Maintenance Manager;
- maintaining cordial and cooperative relationships with Supported Housing staff and with the tenants of Pacifica Housing.

Qualifications (minimum Education and Experience requirements)

Education:

- High school graduation is preferred
- Must hold a Basic First Aid Certificate

Experience:

- Experience in a non-profit housing environment is desirable
- Demonstrated experience in a residential building janitorial role

Knowledge, Skills & Abilities:

- Ability to demonstrate skills in residential building janitorial roles including performing heavy cleaning duties
- General proficiency using a mobile phone to e-mail, text, call and manage calendar appointments

Note: An equivalent combination of education and experience may be considered.

Additional Criteria for Role:

- Criminal Record check through the Ministry of Justice is required
- Must have valid driver's licence and access to a reliable vehicle with a minimum of \$2 million liability 'business class' insurance

Behavioural Competencies assigned to the position:

Core Competencies

Caring: Basic

Creative: Basic

Responsible: Basic

Role Competencies

Teamwork: Basic

Communication: Basic

Self-Management: Basic