
JANITORIAL/ FRONT DESK ATTENDANT



Position Title: Awake Overnight Janitorial/Front Desk Attendant

Pay Range: \$15.00/hour

Department: Support Services

Start date: ASAP

Reports to: Manager of the Fairfield Hotel

Hours: Sunday/Monday Overnights from 11pm-7am

How to apply: Please send your Resume and Cover letter to resumes@pacificahousing.ca by July 24, 2018 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.

Pacifica Housing is a rapidly growing organization dedicated to meeting the housing and support needs of our community. As one of the largest non-profit housing providers on Vancouver Island, we are committed to building up our fast-growing team with a culture built to support and drive our people, and to reinforce our team with caring, responsible innovators.

The Janitorial/Front Desk Attendant function as part of a team to provide support services to the tenants living at the Fairfield Hotel.

Position's Primary Objectives:

The Janitorial/Front Desk Attendant is primarily accountable for front desk duties, assisting tenants with minor needs, being a security presence for the building, and light janitorial duties.

Responding to tenant needs with a supported housing approach. Work in partnership with people from all walks of life who have including but not limited to those who suffer from addictions and mental health issues.

Key Responsibilities:

1. Front Desk Attendant performs a variety of front desk functions, including :

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- handling all the duties related to the front office such as handling the phone calls, answering the mails, attending the guests, directing them, etc;
- responsible for attending and greeting every tenant that enters the office premises; and
- solving queries of tenants and visitors.

2. Janitorial performs a variety of janitor functions according, including:

- immediately reporting safety or accident/injury incidents to the Manager of the Fairfield Hotel;
- perform light cleaning duties, such as cleaning floors and removing rubbish;
- clean building floors by sweeping, mopping, or vacuuming them;
- service, clean, supply restrooms, and empty trash; and
- move heavy furniture, equipment, and supplies.

3. Performing other related duties, as required.

Qualifications (minimum Education and Experience requirements)

Education:

- High school graduation is preferred

Experience:

- Experience in a non-profit housing environment is desirable
- Demonstrated experience in a residential building janitorial role
- Experience in duties related to the front office

Knowledge, Skills & Abilities:

- Ability to demonstrate skills in residential building janitorial roles including performing heavy cleaning duties.
- Good communication, loves interacting with a diverse range of people.
- Good at administrative and clerical duties.
- Ability to multi-task and ability to work under pressure.

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 be mobile and able to walk stairs often, able to lift up to 25 pounds.
- Possibility of covering for on call shifts, holiday coverage, wellness days, stats etc.

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Behavioural Competencies assigned to the position:

Core Competencies

Caring: Basic

Creative: Basic

Responsible: Basic

Role Competencies

Teamwork: Basic

Communication: Basic

Self-Management: Basic

Equity Statement:

Pacifica Housing is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and gender identities. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.