



Position Title: Janitorial Cleaner **Reports to:** Manager of Supportive Housing

Department: Support Services **Pay Range:** Commensurate with experience

Location: Nikao-Supportive Housing (2060 Labieux Road)

Position 1: Sunday-Wednesday, 10:00am-3:00pm- 20 hours work week

Position 2: Wednesday-Saturday, 10:00am-3:00pm- 20 hours work week

How to apply: Please send your Cover Letter and Resume to Resumes@pacificahousing.ca by February 18, 2019 at 11:59pm.

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.

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 Support 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 Manager of Supportive Housing;
- completing required paperwork such as janitorial work orders and mileage claims and submitting to the Manager of Supportive Housing;
- maintaining cordial and cooperative relationships with Supported Housing staff and with the

tenants of Pacifica Housing;

- pathogen level of cleaning will be required at times, responsible for sustaining a sterile environment in units.

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

Employee Benefits:

- Medical Service Plan (MSP) Coverage
- Extended Health Plan
- Extended Dental Plan
- Registered Retirement Savings Plan (RRSP) Program
- Employee Assistance Program
- Sick and Vacation Leave available
- On going training in various practical fields of work

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
- Must be available to be on call in off hours for emergency call out

Behavioural Competencies assigned to the position:

Core Competencies

Caring: Basic

Creative: Basic

Responsible: Basic

Role Competencies**Teamwork:** Basic**Communication:** Basic**Self-Management:** Basic

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.