Burnside Gorge Community Association
Custodian

JOB SUMMARY
The Custodian performs a variety of custodial services including: indoor and outdoor cleaning duties; tracking and ordering cleaning supplies; evening lockdown procedures; tracking building maintenance issues and performing minor maintenance tasks; moving supplies and equipment; and assisting BGCA user groups and staff as needed. This position is performed at the Burnside Gorge Community Centre.

KEY DUTIES AND RESPONSIBILITIES
• Cleans, dusts, vacuums, mops, washes, polishes, scrubs, seals, waxes, spray buffs, disinfects, brushes, sweeps all surfaces (floors, walls, furniture, ceilings, fixtures, windows, glass partitions, and equipment)
• Properly labels, dilutes and uses cleaning and disinfecting chemicals
• Replenishes washroom and kitchen supplies as needed. Orders and stores additional supplies when needed
• Maintains a high level of building and property cleanliness at all times
• Empties all waste receptacles, pencil sharpeners, sanitary napkin disposals, recycling containers, compost bins, and takes to the proper outdoor disposal bins
• Cleans washrooms including: toilets, sinks, countertops, mirrors, urinals, sanitary napkin disposals, shower, and all surfaces
• Reports any facility and grounds and/or equipment maintenance issues to supervisor in a timely manner
• Clears snow/ice from pathways, steps and parking area as needed
• Steams carpets and waxes floors as needed
• Puts all equipment away and keeps custodial room tidy at all times
• Washes, dries and puts away dirty laundry
• Regularly drops off recyclables at Bottle Return/recycling locations
• Directs BGCA user groups to room locations as needed
• Performs additional duties as required

SKILLS AND KNOWLEDGE
• Ability to organize and prioritize work
• Ability to work independently
• Ability to communicate with supervisors, coworkers and the public attending programs and services
• Understanding of building maintenance is an asset
• Accountable and adaptable
• Ability to respond to an emergency situation and troubleshoot problems
• Required Criminal Record Check
• Ability to work flexible hours and respond after hours or come in after annual special events when needed

QUALIFICATIONS
• Driver’s Licence
• Physical fitness to perform described duties
• WHIMIS certificate (or willingness to obtain)
• OFA level 1 certificate (or willingness to obtain)

HOURS OF WORK
35 hours per week, Monday through Friday. Shifts from 2:00 – 9:30PM.

WAGE & BENEFITS
Starting wage $22.00/hr. Paid sick leave. Extended health and dental benefits and opportunity to opt-into matched RRSP after probationary period. Vacation pay accrual starting at 4% (2 weeks) and increasing with length of employment.

REPORTS TO
Office Manager, day to day supervision coming from the Facility Coordinator & Administrator

TO APPLY (Please submit a resume with cover letter to)
Burnside Gorge Community Association
Attn: Renske van der Linden
Email: renske@burnsidegorge.ca
Fax: 250-388-5269
Mailing address: 471 Cecelia Road, Victoria, BC V8T 4T4

Preferred start date: 1 or 2 training shifts during the week of August 14-18, fulltime start August 21.

Closing date: open until filled (interested applicants are encouraged to submit as soon as possible as BGCA reserves the right to hire a suitable candidate at any time)

We thank all applicants for their time but only short-listed candidates will be contacted.