



Victoria Native Friendship Centre
Internal/External Employment Opportunity – Part Time



VNFC Housing Maintenance Worker

In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, Indigenous applicants preferred.

Under the Supervision of VNFC Facilities Maintenance Team and working in collaboration with the VNFC Housing Team, it is the intent of the Victoria Native Friendship Centre to employ a **VNFC Housing Maintenance Worker** to carry out a variety of custodial, maintenance and other miscellaneous duties related to maintaining a healthy, safe and clean environment for tenants, guests, staff and the public.

DUTIES: Other duties may be assigned

- Performs a variety of manual tasks such as dusting, sweeping, vacuuming, washing, scrubbing, and disinfecting all common surfaces such as floors, carpets, windows, walls, laundry facilities, offices and entrances
- Routine maintenance and upkeep of property incl. painting, window washing, drywall work, minor fixes and repairs
- Performs groundskeeper duties such as cleaning grounds, paved areas, storage and work areas of debris, some snow removal and salting during the winter
- Collects and removes garbage, recycling and compost from inside and outside facilities incl. the offices, kitchen, bathroom, laundry room, etc.
- Regular property inspections for damage and signs of pests, rodents and other concerns
- Executing a regular cleaning/maintenance schedule and regular communication log
- Maintain storage areas and cleaning equipment, tools, materials and supplies in a safe and orderly manner in order to ensure the safety of tenants, guests, staff and the public

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to Maintain confidentiality
- Knowledge of WCB regulations and safe work practices.
- Ability to work with limited supervision
- Ability to multi-task while remaining composed and maintaining a professional attitude in high stress and potentially volatile situations
- Flexible and able to adapt to an ever-changing environment
- Excellent communication skills (verbal and written); Organizational skills
- Ability to read and write various correspondences such as but not limited to letters, memos, etc.; comprehend simple instructions and interpret various documents.
- Physical requirement - The incumbent must spend a major portion of the work hours standing, walking, sitting and doing physically labor-intensive work. The incumbent will be required to do a great deal of stretching, bending and lifting.
- Required to provide a vulnerable Sector Criminal Record Check (form can be located at <http://www.pssg.gov.bc.ca/criminal-records-review/>).

EDUCATION and EXPERIENCE:

The successful candidate will possess a combination of education and experience that satisfy all or most of the following:

- Graduate of high school or equivalent and/or a Building Service Worker Course Certificate or equivalent
- Custodial and/or building maintenance experience of 3 years or more
- WHIMS certificate; First Aid
- Valid Driver's License

HOURS: 25 hours/week, not specific to days of the week

WAGE: \$20.00/hr.

COMMENCES: As soon as possible

Please submit your resume and cover letter attention to:

Ron Rice, Executive Director

(by mail / fax / email to admin@vnfc.ca or in person)

No phone calls please, only those selected for interviews will be contacted.

An eligibility list will be established.

Closing Date: Until Filled

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