

EMPLOYMENT OPPORTUNITY

The Salvation Army Nanaimo
British Columbia Division

POSITION: Janitor
FACILITY: Church
Nanaimo, BC



Giving Hope Today

RESPONSIBILITIES:

The successful candidate will be responsible for:

The Janitor provides upkeep, and maintains the cleanliness of Nanaimo Community Church in compliance with applicable standards. The incumbent will also provide access to the facilities as required.

(1) ADMINISTRATION

- Provides list of supplies to Administration for ordering in a timely manner before the supplies run out. Receives supplies and distributes same to the appropriate locations.
- The first person on the call list for building security
- Performs other position related duties as required.

(2) JANITORIAL

- Ensures the general upkeep of the facilities such as cleaning floors, washrooms, windows, dusting and vacuuming.
- Washes stoves, fridge, dishwasher and microwave regularly
- Collects and disposes of garbage and recycling to the appropriate places and ensures garbage and recycling containers are kept clean
- Special event setup and take down of tables, chairs & other furniture
- Renews information on the reader board
- Ensures the general upkeep of external property such as: mowing lawns, keeping sidewalks clear of snow and ice during winter and moss during summer, cleaning main entrance outside doors and windows, picking up litter, sweeping sidewalks, gardening/watering and pruning shrubs, raking.
- Maintains a clean and orderly supply and tool storage area in each facility.

(3) SECURITY

- Checks doors and windows of all facilities to ensure building security; provides access to the facilities and secures the facilities as needed.

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

QUALIFICATIONS:

The successful candidate will have one year but less than 3 years of prior related experience, and be able to meet physical demands such as frequently lifting and carrying of chairs, tables, boxes and other heavy items.

The successful candidate will also be required to show proof of the following:

- First Aid Certification
- WHMIS Certification
- Non-violent Crisis Intervention
- Fluent spoken and written English
- Valid Driver's License and clean driver's abstract
- Criminal Record Check
- Excellent team and interpersonal skills
- Creative self-starter, a motivator and open to innovation

SALARY/GRADE: Hire rate: \$10.85
8 hours/per week and up to 15 hours

Interested applicants must respond in writing by June 13th 2017

Sue-Lynn Gray
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We thank all applicants, however, only those candidates to be interviewed will be contacted.

PLEASE NO PHONE CALLS