



Part-time Facility Custodian

The Burnaby Neighbourhood House serves as a community focal point – a place where families and individuals can go to get support and services; a place where new immigrants become involved in their community and can find information and resources that will help them with their adaptation and integration into the community; where seniors and youth can gather; and where all these groups can come together in activities and events that aim to link generations and cultures and create a stronger community.

It seeks the involvement and input of community members in the development and implementation of supportive programs and services. It draws residents together to create a healthier community through their involvement.

Job Description:

The Facility Custodian is responsible for general cleaning and maintenance of Burnaby Neighbourhood House facilities.

General Duties and Responsibilities:

- Sweep, mop, scrub and wax hallways, floors and stairs.
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse.
- Empty trash cans and other waste containers.
- Wash windows, interior walls and ceilings.
- Move heavy furniture, equipment and supplies.
- Clean and disinfect bathrooms and fixtures.
- Work with minimal supervision.
- Clean snow and ice from walkways and building entrances.
- Communication regarding the ordering of custodial supplies and other building needs.
- Annual waxing of floors.

Qualifications:

- Building service worker course.
- 1-2 years' experience with custodial and general building maintenance of a commercial space.
- Strong interpersonal and communication skills.
- WHMIS certification (current).
- Cleared criminal record check.
- Valid driver's license and clear driver's abstract.
- Must have own vehicle in good working order.
- Able to handle up to 23 kg (50 lbs).

Our Mission is to make neighbourhoods better places to live.



Hours of Work & Rate of Pay:

20 Hours per week – days and evenings

Starting wage \$16.90 with benefits after 3 months. 4% holiday pay will be added to pay for first year; after this time employees are eligible for 2 weeks paid holidays

Accountability:

The facility custodian reports directly to the Facility Coordinator.

Please reply with a resume and cover letter (quoting the position you are applying for) to:

Facility Coordinator
Burnaby Neighbourhood House
4460 Beresford Street, Burnaby
Fax: (604) 431-9499 Email: rajs@burnabynh.ca

Closing date: September 9th, 2019

Positions start: In September 2019

We thank all who apply however, only those candidates to be interviewed will be contacted. No phone calls please.

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4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 F: 604-431-9499 info@burnabynh.ca www.burnabynh.ca

