

## External Job Posting

### CUSTODIAN

Permanent part-time, 10 hours/week (plus additional hours during winter/summer months)

Location: Nelson, BC

Wage: \$22.50

Kootenay Kids Society Kootenay Kids Society (KKS) is seeking a qualified candidate to fill the permanent part time contract position of Custodian. The Custodian is responsible for performing janitorial duties for buildings and related office space as well as snow removal and lawn maintenance during winter and summer months.

#### QUALIFICATIONS & EXPERIENCE

- High School Diploma
- Ability to prioritize multiple tasks
- Ability to work independently
- Proven experience as custodian, janitor or in a similar role
- Knowledge of use and maintenance of cleaning equipment and appliances
- Attention to detail and conscientious
- Good communication and interpersonal skills
- Ability to follow oral and written instructions
- Good physical condition and strength
- Must be able to obtain and maintain a Criminal Record Check

This part time contract requires working outside of regular business hours (morning before business hours or early evening after business hours). The wage is \$22.50 per hour and starts 29 August 2022. The contract is for 10 hours of work / week (9 hrs a week at Silica Street location and 4 hours a month for auxiliary offices). There will be additional hours for snow removal during winter months and grass cutting during the summer.

#### HOW TO APPLY

Please send your resume and cover letter to [angelam@kootenaykids.ca](mailto:angelam@kootenaykids.ca) by 4:30pm on 24<sup>th</sup> August 2022.

We thank all applicants for their interest, and we will be in touch if you are selected for an interview. If you are selected for this position, we will require your consent to a criminal record check as well as BCGEU membership.

All job postings can also be found on our website: <https://kootenaykids.ca/get-involved/>

## **DUTIES**

- Clean building floors by sweeping, mopping, scrubbing or vacuuming
- Empty all trash cans, replace liners and clean receptacles each day
- Service, sanitize and supply restrooms
- Restock & tracking supplies for ordering
- Dusting and polishing office furniture, blinds, file cabinets, machines and equipment
- Clean sinks, countertops, microwaves and refrigerators in kitchens
- Washes windowsills and windows
- Maintain janitor closets & equipment in a clean, organized and safe/ operational manner
- Observes appearance and conditions of premises and equipment; reports needed repairs, safety hazards or conditions requiring attention or services to Operations Manager
- Sanitize and disinfect toys and play areas
- Laundry (dish towels, clothes etc.)
- Ensure that recycling material & garbage is ready for pick up
- Snow removal Nov-Mar as required
- Lawn maintenance May-Sep as required
- Performs related work as assigned