

### **Role Statement**

This is a casual position. This position reports to the Manager of Recreation & Tourism, in accordance with sound practice and applicable policies, objectives and community facility requirements.

The incumbent is responsible for cleaning and maintaining District of Ucluelet's facilities.

### **Principle Responsibilities**

- Cleaning of District facilities.
- Regular cleaning of washrooms throughout the District.
- General maintenance of District Facilities as required.
- Assists with Special Events set-up and clean-up.
- Assists with but not limited to set-up and take down for all programs, meeting and events.
- Carry out work orders associated with District facilities.
- Collection sorting and appropriate disposal of recycling materials.
- Keep all janitorial rooms clean, neat and organized at all times.
- Other related duties as required.

### **Required Knowledge, Skills, and Abilities**

- Knowledge of cleaning products and environmental practices to ensure appropriate products and equipment are being used safely.
- Physically fit and capable of carrying out designated responsibilities.
- Tracking supply of cleaning tools and products.
- Skilled in the operation of a variety of hand and power tools.

### **Education, Work Experience, Required Qualifications**

- Minimum 12 months experience cleaning offices and public facilities
- Completion of Grade 12 or equivalent
- Valid Class 5 B.C. Driver's Licence - Current driver's abstract
- Level 1 First Aid is an asset
- Acceptable criminal records check