

JOB POSTING

POSITION:	Janitorial Labourer – Permanent, Full Time
DEPARTMENT:	Recreation
RATE OF PAY:	\$25.25 per hour (40 hours/week, Sunday - Thursday) <i>Less 10% during probationary period</i>
POSTING DATE:	Wednesday, March 18 2020
CLOSING DATE:	Thursday, March 26 2020 at 4:00 p.m.

JOB SUMMARY

The District of Ucluelet, situated on the edge of Vancouver Island's beautiful west coast, is offering an opportunity for a qualified candidate interested in fulfilling the role of Janitorial Labourer.

This is a permanent, full-time 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.

JOB DESCRIPTION

Principle Responsibilities

- Completion of semi-weekly, weekly, biweekly, monthly and annual 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.
- Monitoring janitorial and sanitary supplies for all facilities and preparing supply orders.
- 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.



200 Main Street
PO Box 999
Ucluelet, B.C. V0R 3A0
www.ucluelet.ca

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

Qualified applicants may to apply by sending your resume and cover letter including references to:

Nicole Morin, Corporate/Planning Clerk, District of Ucluelet
Box 999, 200 Main Street, Ucluelet, BC V0R 3A0
Email: nmorin@ucluelet.ca Telephone: 250-726-7744

The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.