

JOB POSTING

POSITION:	Janitorial Labourer
TERM:	Full- Time – Permanent, CUPE 118
DEPARTMENT:	Community Services
WORK LOCATION:	District of Ucluelet Facilities (On-Site)
HOURS OF WORK:	Friday – Tuesday, 7:00 AM to 3:30 PM
RATE OF PAY:	\$30.95 per hour, <i>less 10% during probationary period, plus benefits</i>
POSTING DATE:	January 14, 2026
CLOSING DATE:	January 28, 2026
POSITION START DATE:	Immediately

JOB SUMMARY

Reporting to the Director of Community Services, this position is responsible for the cleaning and maintenance of the District of Ucluelet's facilities. This position also supports set-up for events and activities.

Principal Responsibilities:

- Acceptable level of cleaning for all District facilities.
- Regular cleaning of washrooms throughout the District.
- General maintenance of District Facilities as requested.
- 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.
- Tracking supply of cleaning tools and products.
- Skilled in the operation of a variety of hand and power tools.
- Physically able to carry out designated responsibilities.

Education, Work Experience, Required Qualifications:

- Minimum 1 year's experience cleaning offices and public facilities.
- Completion of Grade 12 or equivalent.
- Valid Class 5, unrestricted B.C. Driver's Licence & current driver's abstract.
- Level 1 First Aid is an asset.

- The successful applicant will be required to provide criminal record clearance as a condition of employment.

Working Conditions:

- This job is of a physical nature.
 - Standing for long periods of time.
 - Some work is performed outdoors.
 - Lifting, bending, pushing, pulling.
-

How To Apply:

Applicants meeting the above qualifications may apply by sending a cover letter & resume in one (1) PDF document, including three (3) relevant references.

To: Samantha McCullough, Manager of Human Resources & Communications
Email: careers@ucluelet.ca
Office: 200 Main Street, Ucluelet BC
Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. 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. Thank you.