



**Janitor / Custodian**  
**Downtown Victoria YMCA-YWCA**

**Vacancies:** 1-2  
**Position:** Permanent Part-Time  
**Placement:** April 2019  
**Wage Rate:** \$15.55 per hour  
**Hours:** 20+ hours per week  
Applicants must be available to work early morning, afternoon, evening/closing, and weekend shifts, and must have a flexible schedule to work additional statutory holiday shifts as required.

**Nature and Scope:**

Reporting to the Custodial Supervisor, the Janitor/Custodian will maintain excellent cleaning standards throughout the Downtown Y facility, as well as provide related customer service to members and the public. This position is responsible for providing a clean and safe facility for all members, participants and employees. The primary responsibilities of this position are to clean the fitness facility, including change rooms and washrooms, exercise areas and equipment, office spaces, and public areas at the Downtown YMCA-YWCA. A high standard of housekeeping services, with considerable attention to detail, is required.

This permanent part-time position is entitled to a YMCA-YWCA individual membership; 15 days pro-rated vacation; and a cost-shared benefits package (after completion of the probationary period) which includes:

- Medical (MSP coverage; eligible after one month)
- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after two years of continuous service)

**Responsibilities:**

- Ensure that all areas are clean, safe and well organized.
- Clean and disinfect change rooms, bathrooms, offices.
- Clean windows, doors, mirrors, ledges, and drinking fountains.
- Remove garbage and recycling as required.
- Wet/dry mop floors as required.
- Refill all dispensers (soap, paper towel etc.) and stock supplies as required.
- Report all shortages and/or requirements in maintenance materials, cleaning and janitorial supplies, tools and equipment.
- Follow all Health and Safety policies and procedures.
- Assist other departments within the facility as requested.
- Provide room set up and take down as required.

- Report any significant facility/equipment repair, replacement or cleaning requirements to supervisor.
- Attend staff meetings, planning sessions and training events as required.

**Qualifications:**

- Minimum of 1-3 months cleaning/janitorial experience and some knowledge of cleaning products.
- Good attention to detail and focus on customer service.
- Ability to be self-directed and work with minimal supervision.
- Current Standard First Aid and CPR C certification required
- A clean Police/RCMP Criminal Record Check with Vulnerable Sector Screening required

**Competencies:**

- Commitment to Organization Vision and Values
- Concern for Health and Safety
- Teamwork
- Self-Management
- Service Orientation
- Initiative
- Conflict Resolution
- Problem Solving

**To Apply:** Please send a cover letter and resume to:

Human Resources  
YMCA-YWCA of Vancouver Island  
Email: [hr@vancouverislandy.ca](mailto:hr@vancouverislandy.ca)

**Please Note:**

- 1. Application Deadline: March 22, 2019**
- 2. Please indicate in your cover letter how you heard about this position.**
- 3. Applications will be short-listed for interviews as they are received.**
- 4. Internal applicants are expected to inform their supervisor prior to application**
- 5. We thank all applicants, but only short-listed candidates will be contacted.**

*The YMCA-YWCA of Vancouver Island is an equal opportunity employer.*