



Custodial Coordinator
Downtown Victoria YMCA-YWCA

Vacancies: 1

Position: Permanent Full-Time

Placement: Immediate

Salary: Commensurate with experience

Hours: 35 hours per week

Nature and Scope:

Reporting to the General Manager of Building Services, the Custodial Coordinator will ensure that excellent cleaning standards are maintained throughout the Downtown Y facility, as well as providing related customer service to members, participants, and the public.

The primary responsibility of this position is to give leadership to the custodial staff of the Downtown Y; this includes both supervisory and a hands-on service delivery functions. A portion of the Custodial Coordinator's time is dedicated to directly providing cleaning services. This will involve leading by example, as well as providing support and leadership to the custodial and housekeeping staff team.

This permanent full-time position is entitled to a YMCA-YWCA individual membership; 22 days 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 one year)

Responsibilities:

- In consultation with the General Manager, assist with the recruitment and selection of staff, as well as the development and delivery of staff training
- Work directly with the custodial staff to clean the facility, ensuring a high standard of both cleanliness and customer service
- Provide leadership, serve as a role model, and supervise staff and volunteers
- Develop and maintain staffing schedules that balance the needs of the facility and budgetary guidelines
- Develop and utilize audit and inspection tools in order to ensure the Y's high standards of cleaning are achieved
- Ensure tasks are scheduled and completed in an efficient and logical manner that meet the department objectives
- Ensure staff compliance with all Health and Safety policies and procedures; check for health and safety hazards at all times
- Support and assist other departments within the facility as required
- Control inventory of related supplies and materials

- Report any significant facility/equipment repair, replacement or cleaning requirements to supervisor
- Other related responsibilities as assigned

Qualifications:

- Demonstrated knowledge of modern janitorial practices is preferred
- Strong leadership skills
- A minimum of one year in a supervisory position
- Education: minimum Grade 12 High School diploma or equivalent; post-secondary education in a related field is preferred
- Relevant training certificates (e.g. Building Services Worker) or ability to obtain are an asset
- Excellent attention to detail and a focus on customer service
- Ability to be self-directing and work with minimal supervision.
- Current Standard First Aid and CPR C certification
- Current WHMIS certification
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required

Competencies:

- Commitment to Organization Vision and Values
- Leadership
- Coaching and Development
- Teamwork
- Self-management
- Service Orientation
- Product Knowledge

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

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

- 1. Application:** This posting will close when a suitable candidate has been found.
- 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.