



**Custodial Coordinator
Downtown Victoria YMCA-YWCA**

Vacancies: 1

Position: Permanent Full-Time

Placement: Immediate

Salary Range: \$1,500-\$1,800 bi-weekly

Hours: 35 hours per week

Nature and Scope:

Reporting to the General Manager of Building Services, the Custodial Supervisor will ensure that excellent cleaning standards are maintained throughout the Downtown facility, provide support and leadership to the custodial and housekeeping staff team, as well as providing related customer service to members, participants, and the public.

This position combines direct staff supervision and administration with hands on delivery of cleaning and custodial services. The ideal candidate would have supervisory and planning experience, is able and willing to lead by example and have or be able to obtain knowledge in modern cleaning techniques. This permanent full-time position is entitled to a YMCA-YWCA individual membership, 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)
- Vacation Entitlement: 22 days per 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 alongside custodial/housekeeping 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
- Maintain staffing schedules that balance the needs of the facility and budgetary guidelines
- Ensure tasks are scheduled and completed in an efficient and logical manner that meet the department objectives
- Utilize and improve on existing inspection tools in order to ensure all work is being performed to the Y's standards
- Ensure staff compliance with all Health and Safety policies and procedures; check for health and safety hazards at all times
- Where appropriate liaise with contracted night-time cleaning staff
- 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
- Act as Duty Manager and other related responsibilities as assigned

Qualifications:

- Strong leadership skills
- Education: minimum High School diploma or equivalent; post-secondary education in a related field is an asset
- Experience in a supervisory position is preferred
- Relevant training certificates are an asset
- Attention to detail and a focus on customer service
- Ability to be self-directed and work with minimal supervision
- Current Standard First Aid, CPR C Certification and WHMIS certification – must possess or be willing to obtain
- 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.com

Please Note:

- 1. Application:** This posting will close when a suitable candidate has been found.
- 2. Applications will be short-listed for interviews as they are received.**
- 3. Internal applicants are expected to inform their supervisor prior to application.**
- 4. We thank all applicants, but only short-listed candidates will be contacted.**

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