



JOB DESCRIPTION

SITE:	Jubilee Place	Grid No:	
POSITION:	Security/Custodial Worker	Page:	

Primary Functions:

Performs security duties such as patrolling buildings and grounds and enforcing facility regulations, and/or performs basic maintenance and repair duties.

Job Duties and Tasks:

Performs security duties for the facility such as patrolling buildings and grounds, escorting unwelcome visitors off the grounds, testing safety equipment, directing fire drills, performing monthly unit inspections and obtaining appropriate services in emergencies

Observes client behavior, investigates and handles disturbances, deals with client emergencies in accordance with guidelines, and reports incidents to appropriate staff or authorities

Provides clients with information related to the building and explains clients' responsibilities for duty assignments, provides direction, and monitors and assists clients with duties.

Performs basic maintenance and repair work such as unplugging sinks and toilets, filling nail holes, touching up paint, checking oil/ fluid levels, replacing light bulbs/ fluorescent bulbs

Cleans external areas such as entrances, walkways, parking lots of debris, snow and other refuse and performs minor gardening tasks such as mowing, weeding, pruning and watering

Cleans, washes and disinfects building areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, mattresses, blinds and washrooms in both offices and vacated units via various methods.

Monitors maintenance and housekeeping supplies

Notifies manager of major repair and maintenance requirements as needed and files completed work orders.

Collects and removes garbage and recyclable materials and ensures the safe disposal of hazardous materials

Transports equipment, furniture and supplies manually and/or using aides such as dollies/ carts and arranges furniture for special events

CMHA-CCB is looking for multiple new employees to fill casual, full time and part time positions in our supported housing programs.

The ideal person for these position will possess the skills and abilities to:

- communicate effectively, both verbally and in writing
- work independently
- Ability to organize and prioritize
- Ability to establish and maintain rapport with clients
- Ability to handle conflict and respond to emergencies
- Awareness of issues affecting individuals experiencing homelessness including addictions, mental illness and abuse

The ideal candidate for this position will have the following core qualifications:

- Grade 12
- Certificate in First Aid
- Recent, related experience of six months
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

To find out more about employment opportunities, obtain a job description for our current vacancies or to apply for one of these positions please contact Janice Breck by email at janice.breck@cmhacariboo.org or by phone at 250-398-8220