



CITY OF PRINCE RUPERT

EMPLOYMENT POSTING

Posting Title: Facility Custodian I (Casual)

Department: Recreation and Community Services

Closing: November 6, 2020

Union/Exempt: CUPE Local 105

Experience the wonder of living in the gorgeous setting of BC's northwest coast. A majestic city of over 14,000 (with an annual influx of 250,000 visitors) abounds with natural beauty and includes a bustling waterfront and charming heritage buildings. Affordable housing, ocean views and all the amenities for quality living are at hand.

Reporting to the Maintenance Coordinator, the Facility Custodian I is reliable and energetic and able to work with diverse facility users under limited supervision. This individual must effectively communicate with co-workers and the general public, providing direction and supervision to individuals and various user groups. The Facility Custodian is responsible for public safety and satisfaction, and engaging all age groups in healthy recreational use of our facilities. Responsible for all duties related to facility sanitization and cleanliness, the Facility Custodian performs daily janitorial tasks, minor repairs, ensures the security and safety of guests and the premises and timely and accurate completion of all related reports and forms.

QUALIFICATIONS:

- Critical and creative thinking – the successful applicant can think systematically and explore possible solutions to problems in an innovative way
- Time management – the successful candidate can establish priorities to meet deadlines in order to carry out multiple tasks or projects at the same time
- Aptitude in customer service – the successful candidate will focus on improving guest experience and manage feedback in a respectful and professional manner

DUTIES & RESPONSIBILITIES:

- Custodial cleaning duties
- Set up/take down of facility rentals and special events
- Semi-skilled maintenance projects (painting, refinishing floors etc.)
- Assist with delivery of programs, events and other activities
- Liaise with, organize and supervise various user groups
- Provide first aid as necessary
- Report hazards and make recommendations to enhance building and equipment functionality
- Other duties as assigned

REQUIRED KNOWLEDGE & EDUCATION:

- Grade 12 or equivalent
- WHMIS Certification
- Standard First Aid, CPR-C, AED

- Valid BC Driver's license (Class 5)
- Satisfactory RCMP background check (including vulnerable sector)

REQUIRED SKILLS & ABILITIES:

- Recent, relevant custodial and customer service experience
- Strong verbal and written communication skills
- Functional computer skills

FITNESS REQUIREMENT:

- Able to perform heavy manual labour (up to 100lbs.), in all weather conditions
- Full range of body movement required to complete job activities
- Manual dexterity

Please submit your cover letter and resume to:

Johanna Currie, Recreation Complex Manager
1000 McBride Street
Prince Rupert, BC V8J2H3
Email: hrrec@princerupert.ca
Fax: 250-627-8036

Application Deadline: November 6, 2020

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.