



JOB AD
RESIDENT CARETAKER
FULL TIME REGULAR, 40 hours per week
\$23-\$28 per hour

Options Community Services Society (OCS) is a not-for-profit social services organization providing social services south of the Fraser River from early years to seniors. Our programs and services are only possible through the power of collaborative partnerships with individuals, businesses, community groups, and government who share in our vision to support a healthy, caring community where everyone thrives.

Habitat Housing Society (HHS) and Options Community Services Society (OCS) have an exciting opportunity for a Resident Caretaker to join the team at Habitat@81st. Located at the corner of King George Blvd. and 81st Avenue, Habitat@81st provides 100 units of low income, and market rental housing in a state-of-the-art community-based living hub.

The Resident Caretaker (Caretaker) is the primary point of contact for tenants at Habitat@81st. As such a key aspect of this position is to build positive relationships between tenants and HHS as the Landlord of Habitat@81st. The Caretaker is also expected to encourage positive relations amongst tenants and to support the development of pride and a sense of caring community throughout the building.

Under the direction of the immediate Supervisor, the Caretaker shall be responsible for maintaining the order, functioning and appearance of the “common” and “public” areas of Habitat@81st, including vacant suites, by washing, sweeping, vacuuming, polishing and general cleaning as well as minor grounds upkeep such as picking up outside litter, and watering grounds and plants. The Caretakers are also responsible for determining emergency calls and notifying proper authorities, responding to, and processing resident enquiries and complaints and taking appropriate actions; and other related duties as directed.

Specific Tenant Support Duties include:

- Encourages positive relations amongst tenants and supports the development of pride and a sense of caring community throughout the building.
- Responsible for reviewing and interviewing potential tenants, completing all related paperwork such as tenancy agreements, damage deposits, move-in and move-out suite inspections, etc.
- Handles resident inquiries and complaints in a professional and efficient manner, ensuring resident satisfaction and addressing concerns effectively.
- Arranging move-in and move-out scheduling.
- Liaising with contractors to coordinate unit entry and oversee work performed by said contractor.
- Conduct annual income verification for tenants receiving subsidies.
- Perform annual unit inspections and arrange appropriate actions to address items that require repairs/maintenance or replacement.



- Perform minor maintenance in common areas and suites such as but not inclusive of: checking lights, breakers, emergency lighting, smoke alarms, thermostats, stove elements and notify maintenance for replacement.
- Maintain accurate records of maintenance activities, incidents and resident interactions.
- Perform minor plumbing maintenance such as but not inclusive – clean sink traps, snake drains, unplug plugged toilet using toilet auger, if necessary, change/ repair flappers, flush handles, toilet seats, inspect P traps.
- Perform touch-up painting in suites and common areas.
- Change filters in suites as per maintenance requirements.
- Shoveling snow and salting sidewalks immediately around the premises.
- Minor gardening – remove/ replant damaged shrubs and flowers, watering grounds and plants where there is no built-in irrigation system.
- Ensures compliance with health and safety regulations in all activities.

Our successful candidate has at least 2-3 years of direct residential caretaking experience, strong customer service skills, an ability to multi-task and problem solve in a collaborative manner, and excellent communication skills. In addition, our candidate must be an organized self-starter with an ability to lift 30-50 lbs, bend and reach high/low places as needed.

This role will require the incumbent to undergo a Police Information Check (PIC), and a Vulnerable Sector Check by the Ministry of Justice.

The Caretaker is responsible for paying the following costs as relate to their suite – heating, telephone, parking (if applicable), use of laundry equipment.

A work cellphone will be provided at no charge. Work related mileage will be reimbursed as per agency policy.

PLEASE APPLY TO: Ravneet Gill, HR Advisor
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