



**BUILDING CUSTODIAN
REGULAR FULL TIME
35-40 hours per week**

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.

Options Community Services is looking for a Building Custodian to join our 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. As a Building Custodian, you will be responsible for maintaining the cleanliness of the two office floors, performing routine inspections, and ensuring a safe and welcoming environment for both staff and clients.

Responsibilities include but are not limited to:

- Performing routine cleaning tasks, including but not limited to sweeping, mopping, dusting, and vacuuming, to maintain a clean and sanitary environment.
- Cleaning and disinfecting restrooms and replenish supplies as needed.
- Emptying trash receptacles and ensuring proper disposal of waste.
- Monitoring and maintaining inventory of cleaning supplies, notifying the supervisor when reordering is necessary.
- Reporting any maintenance or repair issues to the Manager.
- Assisting in setting up for events and meetings as needed.
- Following established safety procedures and protocols.

The successful candidate will be responsible for the cleanliness and maintenance of our facility during daytime hours. This position involves a variety of custodial tasks to uphold our high standards and provide an exceptional experience for our community.

Qualifications:

A minimum of one (1) year experience in a custodial or janitorial role. The successful candidate possesses a strong sense of responsibility and takes pride in maintaining a clean and orderly environment. They will have knowledge of Workplace Hazardous Materials Information System (WHIMS). They are proactive, detail-oriented and capable of working independently or a part of a team.

The successful incumbent will be physically capable of performing all assigned duties that may include walking, standing, reaching, lifting, carrying equipment or moving furniture.

This is a non-unionized position with a pay range of \$23-\$27. Advancement in salary is dependent on successful performance, and established OCS funding and pay policies.



Please submit your applications to Careers@options.bc.ca by 4:00 pm on February 2, 2024.

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

We thank all applicants for their interest in working with OCS. Due to the volume of applicants, only those qualified and shortlisted will be contacted.

The land which we are on is the unceded territories of the Coast Salish peoples including Kwantlen, Katzie, Matsqui, Musqueam, Semiahmoo, Tsawwassen, Kwikwetlem and the Sto:lo Nations.