

VILLA CATHAY CARE HOME SOCIETY

JOB DESCRIPTION

JOB TITLE: Janitor

Department: Support Services

Report to: Director of Support Services

JOB SUMMARY:

Reporting to the Director of Support Services, the Janitor will perform heavy cleaning tasks and regular maintenance duties according to the facility standards and guidelines and WorkSafe BC regulations to sustain a safe and sanitary residential care environment.

KEY DUTIES AND RESPONSIBILITIES:

1. Perform routine building maintenance such as replacing parts on furniture, doors handles, shelving, replacing fixtures, unblocking waste line, cleaning, greasing, and replacing broken and worn parts.
2. Maintain equipment, appliances, materials, and supplies for assigned duties and work area and report to the designated personnel if not in proper order.
3. Following the facility procedures, clean indoor public areas including, but not limited to, residents' room, hallways, dining rooms, staff lounge, and stairways by techniques such as sweeping, wet mopping, scrubbing, stripping, sealing, waxing, buffing and polishing.
4. Wash windows, ceilings, air vents and ducts according to the regular cleaning and maintenance schedule.
5. Transports heavy furniture/delivery goods/ equipment manually or by using aides such as dollies and carts. Record and report amount of inventory and supplies to designated personnel.
6. Blow leaves and maintain the cleanness of parking lot, sidewalks, court yard, patio, and balcony. Clear snow from walkways and building entrance when applicable.
7. Gather and dispose garbage to the designated area and keep the area properly covered
8. Under general supervision of Janitor V, assemble simple appliances and ready-to-assemble furniture such as laundry hamper, computer chairs, and computer desks.
9. Under close supervision of Janitor V, perform electrical maintenance as changing light switch, extension cords, sockets, receptacles and ballasts, light bulbs.
10. Perform other related duties as assigned.

Qualifications:

- Grade 10 education plus one year recent experience in building maintenance (residential care facility preferred) or equivalent combination of education, training, and experience.
- Valid BC driver's license (Class 4 preferred)

Skills and Ability:

- Knowledge in safe practice in cleaning, electrical, plumbing, and other building repairs.
- Ability to communicate effectively both verbally and in writing.
- Ability to collaborate with others and to contribute to a team environment
- Physical ability to carry out the duties of the position
- Ability to organize and prioritize work
- Ability to operate related equipment
- Ability to learn and be open-minded