



## **JOB DESCRIPTION** **BUILDING SERVICE WORKER (BSW)**

Vancouver Native Housing Society (VNHS) provides safe, secure housing for Aboriginal individuals and families living in the urban setting. This position will report to the Building Manager and Property Manager.

### **Responsibilities:**

- Performs a variety of janitorial with security and mechanical duties following in priority.
- cleaning tasks such as vacuuming, washing windows, sweeping, mopping, waxing, and polishing floors, hallway and stairs, dusting furniture, counters and woodwork, washing hand basins, sinks, toilets and tile work.
- Suite preparation at move out. Clean and paint suite as required.
- Respond to tenant request and emergencies
- Maintain daily written journal
- Maintain the exterior of the building and surrounding property clean and free of debris
- Seasonal tasks such as landscaping, filter changes and snow removal
- General repairs - leaky taps, replace and/or repair plugged toilets, drains etc.
- Perform security rounds of the building.

### **Qualifications:**

- Solid background in janitorial, maintenance, and security
- Good understanding of WorkSafe OHS regulations and practices
- Ability to use a computer and Microsoft Office Suite (Word, Excel, Outlook)
- Knowledge and experience in basic carpentry, plumbing, drywall repairs, painting, electrical, etc.
- Good inter-personal skills
- Team player
- Requires excellent communication skills (written and verbal)
- Ability to lift up to 50 pounds
- Knowledge of the Aboriginal Community and/or Aboriginal Ancestry is an asset

### **Preferred Certificates**

- Bondable (criminal record check)
- Building Service Worker Certificate
- Saint John Ambulance First Aid Course or equivalent

We thank all applicants for their interest, however only short listed applicants will be contacted. Successful applicants will be required to submit a criminal record check. Interested applicants are requested to submit their resumes and cover letters via email.

No Phone Calls Please. Submit a cover letter and resume to [careers@vnhs.ca](mailto:careers@vnhs.ca)