



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