

NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

JOB POSTING # 2017-026

Internal/External

Casual Housekeeper/ Janitorial/Server Position

JOB SUMMARY

Janitorial responsibilities include cleaning floors, carpets, disposing of refuse, cleaning windows, dusting, polishing furniture and fixtures; cleaning all common areas within the building including bathrooms and disposing of refuse.

Server responsibilities are to set the dining room for lunch. Serve meals to residents in the dining room. Cleans and washes dishes after residents' have completed their meal.

DEPARTMENT LOCATION Riverside Place 242 Louvain Street,

QUALIFICATIONS/EXPERIENCE

- Grade 10
- One year related janitorial and serving experience
- Ability to establish and maintain working relationship with others
- Ability to plan, organize and prioritize work.
- Ability to handle sensitive and confidential information
- Must possess basic computer skills and good written and verbal communication
- Satisfactory Criminal Record Clearance
- Sufficient manual dexterity, to operate janitorial equipment.
- Completion of WHMIS and Food Safe Level 1 training preferred.

SALARY Community Living Services Collective Agreement
Grid -3 \$13.81- \$16.10 increase April 1, 2017

HOURS OF WORK shifts are from 7:30 to 13:00 or 10:30 to 18:00 seven days a week

VACANCIES 1 Vacancies

POSTING DATE June 12, 2017

CLOSING DATE June 23, 2017

START DATE As soon as possible

This position is open to female and male applicants

This position requires Union membership

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being considered for the position.

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:

Via email: jfraser@nvcss.ca

Fax 250-567-6369

Mail:

Jeannette Fraser, Site Administrator, Riverside Place
Nechako Valley Community Services Society
Box 1249 Vanderhoof, BC V0J 3A0

Nechako Valley Community Services Society is an equal opportunity employer committed to hiring a
diverse workforce

We thank all our applicants, however, only those invited to an interview will be contacted.