

NECHAKO VALLEY COMMUNITY SERVICES SOCIETY

CASUAL JOB POSTING Janitor Housekeeper Server– Riverside Place Posting Number 2017-034

JOB SUMMARY:

The Janitor is responsible for cleaning duties such as: cleaning floors and carpets, disposing of refuse, cleaning windows, dusting and polishing furniture and fixtures and cleaning bathrooms. Work areas include Riverside Place and NVCSS Main Office.

Maintain tenants' ability to their maximum level of independence by providing assistance with housekeeping and laundry tasks. Assists in maintaining appropriate levels of service and ensuring the safety and well-being of tenants by observing and assessing behaviours and communicating observations and concerns to the Administrator

The server sets the dining room for lunch and supper for residents. Serves and delivers individual meals to resident at tables. If resident does not come to the table at designated time then server will check on resident assisting resident to dining room or deliver meal to resident. Cleans and washes dishes after residents' has completed their meal.

QUALIFICATIONS/EXPERIENCE:

- Completion of grade 10 or the equivalent education and experience
- Valid Driver's license with own transportation to and from work
- One year recent related experience is desirable
- WHMIS training or willingness to attend training.
- The ability to work independently and as part of a team.
- The flexibility to take initiative and prioritize tasks and time-manage to get important duties done within the timeframe.

SALARY: \$14.16-/ hour as per CSSEA & CSSBA Collective Agreement
(Grid Level 3 Step 1)

HOURS OF WORK: casual call in when needed

START DATE: ASAP

POSTING DATE: September 6, 2017

CLOSING DATE: September 20, 2017

This position is open to all applicants. This position requires union membership.

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

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

Via email: jfraser@nvcss.ca

Fax 250-567-3939

Mail:

Jeannette Fraser, Site Administrator, Riverside Place

Nechako Valley Community Services Society

Box 1249, Vanderhoof, BC VOJ 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.

