



Stepping Stones

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July 9, 2018

Job Posting #: 11-2018-SS

INTERNAL AND EXTERNAL JOB POSTING

NELSON CARES SOCIETY

STEPPING STONES EMERGENCY SHELTER PROGRAM

POSITION: CUSTODIAN - CASUAL

Reporting to the Front Line Supervisor, the relief custodian is responsible for cleaning and disinfecting the shelter. This position is on a relief basis whenever required.

Duties and Responsibilities:

1. Cleaning duties include:

- Washing floor, doors, door handles, walls, kitchen surfaces, couches, other furniture,
- Use and maintain equipment supplies,
- Follow instructions in the use of cleaning chemicals,
- Empty and clean waste baskets, and dispose of waste in dumpster,
- Cleaning windows and window ledges using provided ladder,
- Assist with the set up and take down of facilities as needed,
- Restock supplies as needed,
- Maintain storage areas and equipment ,
- Other related duties as required.

2. Report all damage or safety concerns to Frontline Supervisor.

3. Maintain safe work practices and follow Shelter Policies and Procedures.

Qualifications and Requirements:

- Prior custodial experience is an asset.
- Good interpersonal skills.
- Attention to detail and ability to follow directions.
- Valid Emergency First Aid/C.P.R certificate
- Current TB skin test
- Food Safe Certification
- Satisfactory Criminal Record Check

Application Deadline: July 24, 2018
Start Date: As soon as possible
Remuneration: \$16.10/hour
Work Days and Hours: 1 pm - 5 pm on Mondays, 1 pm – 4 pm Tuesday to Friday.

Please e-mail a cover letter and current resume with three references to:

Marjie Hills
Program Manager – Stepping Stones Emergency Shelter
521 Vernon Street
Nelson CARES Society
Email: marjie@nelsoncares.ca

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.