



March 2, 2020

Job Posting #: 02-2020-SS

INTERNAL AND EXTERNAL JOB POSTING
NELSON CARES SOCIETY - STEPPING STONES EMERGENCY SHELTER PROGRAM
POSITION: RELIEF CUSTODIAN - CASUAL

Reporting to the Program Manager, the relief custodian is responsible for cleaning and disinfecting the shelter. This position is on a relief basis. *This position requires the candidate to be a CUPE Union member.*

Job Summary: The custodian of Stepping Stones Emergency Shelter is directly responsible for cleaning, disinfecting, and occasional small repairs and maintenance at the shelter.

Duties and Responsibilities:

1. Clean the main shelter space as required, including, but not exclusively:
 - Washing floor, doors, door handles, walls, kitchen surfaces, couches, other furniture,
 - Use and maintain supplied equipment,
 - 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,
 - Small repairs, painting, light bulb replacement,
 - Restock supplies as needed,
 - Maintain storage areas and equipment
 - Daily bed bug check
 - Other related duties as needed.
2. Report all damage or safety concerns to Frontline Supervisor.
3. Maintain safe work practices, particularly in the realm of care to avoid needle poke injuries.

Education and Training: Minimum grade 10

Experience: A minimum of 1-year experience or an equivalent combination of education, training and experience.

Specific Qualifications:

1. Valid Emergency First Aid/C.P.R.
2. Current TB skin test
3. Required Criminal Record Check
4. Valid Mandt Training Certification (to be trained when hired)
5. WHMIS Training

Job Skills and Knowledge:

1. Interpersonal skills,
2. Ability to remember task list and pay attention to detail,
3. Ability to follow directions,
4. Comprehension, basic literacy skills
5. Possess organizational skills.

Application Deadline: March 9, 2020
Start Date: As soon as possible
Remuneration: \$15.77/hour (Grid Level 3)
Hours: As required

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

**Marjie Hills
Program Manager – Stepping Stones Emergency Shelter
Email: marjie@nelsoncares.ca**

Position will be filled through a competition/selection process. Position available to both male and female applicants.

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.