



February 28, 2025

Job Posting #: 12_2025_EHS

**Nelson CARES Society
Emergency Housing Services
INTERNAL AND EXTERNAL JOB POSTING**

Position: Custodian

Classification: Permanent Part Time (20 hrs/week)

Location: Stepping Stones Emergency Shelter, Nelson BC

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment, support services, and environmental stewardship. The Emergency Housing Services is its program that runs the emergency shelters in Nelson.

Reporting to the EHS Program Manager, the custodian is directly responsible for cleaning, disinfecting, laundry, and other light maintenance of the Stepping Stones Emergency Shelter site. *This position requires union membership with CUPE.*

This is a benefited position upon successful completion of the probation or trial period.

Job description available upon request.

Duties and Responsibilities:

1. Clean the rooms and other areas as required, including, but not exclusively:
 - Washing floor, doors, door handles, walls, kitchen surfaces, couches, other furniture
 - Use and maintain supplied equipment
 - Follow instructions on the use of cleaning chemicals
 - Empty and clean waste baskets and dispose of waste in dumpster
 - Clean 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
 - Perform laundry services and 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.
4. Performs other related duties as assigned by the Manager.

Education, Training and Experience:

1. Minimum grade 10
2. A minimum of 1 year experience or an equivalent combination of education, training, and experience.

Specific Qualifications (to be completed upon hire and before probation period is completed):

1. Valid Emergency First Aid/C.P.R.
2. Current TB skin test
3. Required Criminal Record Check
4. Valid Non-Violent Crisis Intervention (NVCI) Training Certification
5. WHMIS Training
6. Bullying and Harassment 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. Good organizational skills

Compensation: Wages are paid in accordance with the current Collective Agreement Wage Grid. Starting wage is **\$21.72 per hour** (Grid level 3, Step 1)

Start Date : March 16
Hours : 20 hours/week
Days of Work : Monday to Friday from 11 am to 3 pm
Date Posted : February 28, 2025
Application Deadline : Ongoing until filled

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

Housing Director

Email: housingdirector@nelsoncares.ca

(Please indicate position and job posting number on the subject line)

*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.*

*Position will be filled through a competition/selection process.
This position requires the candidate to be a CUPE member.*