



Nelson CARES Society
Emergency Housing Services
INTERNAL AND EXTERNAL JOB POSTING

Position: Custodian

Classification: Temporary 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 WorkSafe BC Basic First Aid
2. Current TB skin test
3. Required Criminal Record Check *(application to be completed by Nelson CARES upon hiring)*
4. Valid Non-Violent Crisis Intervention (NVCI) Certification *(in-house training provided by Nelson CARES)*
5. WHMIS 2015 Training *(can be completed upon hiring)*
6. Bullying and Harassment training *(can be completed upon hiring)*

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:** As soon as possible
- **Hours:** 20 hours/week
- **Shift Details:** Monday to Friday, 11:00 am to 3:00 pm
- **Application Deadline:** Ongoing until filled
- **How to Apply:**

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)

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

Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications.

External applicants will only be contacted if short-listed for an interview.