



Canadian Mental Health Association,
Kamloops Branch
857 Seymour Street
Kamloops, BC V2C 2H6
Telephone: (250) 374-0440
Fax: (250) 374-8718
www.kamloops.cmha.bc.ca
kamloops@cmha.bc.ca

January 18, 2018

**EXTERNAL/INTERNAL JOB POSTING –Kamloops Clubhouse
HEU Janitor
Casual**

Performs duties such as sweeping, mopping floors, vacuuming, dusting, and washing walls, windows and ceilings.

Duration of position: Casual.

Commencement date: February 2018.

Salary: **17.47** per hour.

Reports to: Executive Director or designate.

Probation: 488 hours.

Hours of Work: 4:30pm to 8:30pm Tuesday and Thursday.

Location of work: 857 Seymour St.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

1. Grade 12;
2. Building Service Worker Certificate or an equivalent combination of education, training, and experience or other qualifications determined to be reasonable and relevant to the level of work.

JOB SKILLS AND ABILITIES:

1. Ability to communicate effectively, both verbally and in writing;
2. Ability to deal with others effectively;
3. Physical ability to carry out the duties of the position;
4. Ability to organize work;
5. Valid WHMIS preferred.

RESPONSIBILITIES & KEY DUTIES:



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1. Cleans, washes, and disinfects building areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, blinds, and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing, and buffing, using various manual and power cleaning equipment;
2. Maintains housekeeping equipment by cleaning and replacing items such as filter bags and mop heads. Reports unsafe and faulty equipment, fixtures, and furniture to Executive Director or designate. Ensures safe use and storage of all cleaning supplies, and maintains supply inventory and related records as required;
3. Collects and removes garbage, and ensures the safe disposal of hazardous waste;
4. Completes and maintains related records and documentation such as logs and key registers;
5. Performs other related duties as assigned.

Please indicate your interest in this position by forwarding a letter of interest AND an updated resume to **hr.kamloops@cmha.bc.ca**, by **4:00 pm January 29/18**. Interviews will be conducted ongoing as applications are received. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Phone calls will not be accepted

CMHA Kamloops is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others whom may contribute to the further diversification of the Association. Lived experiences of mental illness and or addictions is considered an asset. To avoid a conflict of interest, people who are currently accessing CMHA Kamloops services are not eligible to apply. A criminal record check free of convictions of theft, violence and other crimes against the vulnerable will be required.

Thank you for your interest!