

# Internal/External Part-time Janitor Posting

<b>Position Title:</b> My Sister's Place Janitorial	<b>Agency:</b> Prince George & District Elizabeth Fry Society
<b>Department:</b> My Sister's Place Nancy Shorter, Manager	<b>Employee Group:</b> BCGEU- this position requires union membership
<b>Current Location:</b> 2855 14 <sup>th</sup> Ave	<b>Salary Range Step 3:</b> \$ 21.72-\$24.87
<b>Current Hours per week:</b> 23.75 hours	<b>Position Status:</b> Part-time with benefits
<b>Shift Schedule:</b> 4.75 hours per day, Mon-Fr with some flexibility.	<b>Anticipated Start Date:</b> ASAP

## NATURE OF POSITION:

The Prince George & District Elizabeth Fry Society is accepting applications for a Permanent part-time Janitor. This position is in Prince George at My Sister's Place, our women's long term, second stage and transition house program. The Janitor will be responsible for performing routine cleaning and minor maintenance of building and grounds as required, as well as some cleaning of vacated units.

The Janitor will ensure they are operating in a professional and efficient manner with attention to a feminist approach, confidentiality, and compliance with the Prince George and District Elizabeth Fry Society's policies and procedures.

This position requires an ability to work in a stressful environment. Transition House and Second Stage Workers are often dealing with clients working through difficult situations. The janitor may work outside normal working hours, with some flexibility. A good physical fitness level is a requirement of this position since direct delivery of services may involve walking, standing, kneeling lifting etc.

## REQUIRED EDUCATION, TRAINING AND EXPERIENCE

- A minimum of a grade 10 Education
- At least three months (3) months recent related work experience
- Or an equivalent combination of education, training and experience
- Must maintain current and valid Standard First Aid Certificate and WHMIS

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience with and capacity for cleaning, sanitation, and minor maintenance of a large building/complex
- Model and practice safe handling of cleaning supplies and chemicals as well as keeping up to date MDS records and information.
- Strong interpersonal communication
- Well-developed organizational skills; ability to multi-task and demonstrate effective time management skills
- Ability to work independently and be a team player.
- Model and promote strength based, women centered best practices
- Experience with ordering and purchasing equipment and supplies for cleaning
- Knowledge and experience working with individuals facing multiple barriers
- Ability to work with diverse clientele and staff
- Excellent written and oral communication skills
- Valid Class 5 BC Driver's license and use of own vehicle for transportation if required
- Satisfactory criminal records check

To apply for this position please submit your resume and cover letter via email or mail to the address below .

*Each applicant is responsible for ensuring that the Society receives his/her application by noon on the closing date. Any application received past this time will be considered late. Candidacy of late applicants will be considered in conjunction with external applications or with any applicable provisions of the collective agreement*

Diversity, equity and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. PG and District Elizabeth Fry Society encourages applications reflecting diversity of sexual orientation, gender identity or expression, racialization or ancestry, diverse abilities, political and religious beliefs, marital or family status, age and /or status as a First Nation, Metis, and Inuit or Indigenous person and any other equity seeking groups. We wish to reflect the richness of the diverse community of persons we serve.

**Reply to:** Nancy Shorter Program Manager  
1575, 5<sup>th</sup> Avenue,  
Prince George, BC V2L 3L9  
  
nancy@pgefry.bc.ca

**Date Posted:** December 19 2024

**Closing Date:** January 03 2025 at 12 PM

