Corporation of the
Village of Cumberland

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INTERNAL/EXTERNAL
JOB POSTING

CASUAL
JANITOR

September 18, 2024

The Village of Cumberland invites applications for the position of casual Janitor.

The successful candidate will work casual hours including days, evenings, and weekends, both scheduled and on an on-call basis. As this is a casual position, hours of work are not guaranteed.

Reporting to the Facilities Supervisor, the Janitor is responsible for ensuring the cleanliness and order of Village facilities, as well as tasks associated with maintaining cleaning equipment and supplies for the Village of Cumberland. For more information on the position and required qualifications, please see the attached job description.

This is a Union position and subject to the Collective Agreement between the Village of Cumberland and CUPE Local 556. The 2024 salary for this position is **$27.20** per hour.

For more information, please contact Wes McKim, Supervisor of Facilities at 250-336-2231.

To apply for this position, forward a cover letter and your resume in confidence to hr@cumberland.ca with the subject line “Casual Janitor Application”.

Applications will be received until the position is filled.

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.

Job Description

Janitor

Job Title: Janitor	**Department:** Recreation	**Supervisor's Title:** Manager of Recreation and/or or designate
Classification: Union		**Date:** June 1, 2015

POSITION SUMMARY

The Janitor completes a variety of tasks related to ensuring the cleanliness and order of the facilities, as well as tasks associated with maintaining cleaning equipment and supplies for the Village of Cumberland.

REPORTING RELATIONSHIPS

This position reports to the Manager of Recreation and/or designate.

RESPONSIBILITIES

- This position will maintain the cleanliness of the recreation centre, cultural centre, municipal office, council chambers, fire hall, centennial building and ball diamond washroom facilities in Village Park and any other municipal owned infrastructure that may be deemed appropriate in the future.
- Secure buildings, equipment and properties for the prevention of theft and vandalism.
- Assist with program and events set up and take down when necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work shift work including days, nights, weekends, and holidays in accordance with the current Collective Agreement.

- Ability to establish and maintain effective working relationships with other staff, instructors, general public, user groups and event/program participants.
- Ability to work with minimal or no supervision and exercise independent judgment.
- Physically capable of performing duties safely and effectively such as, but not limited to, floor stripping and polishing, cleaning of walls, cleaning of various fixtures and facility equipment, washrooms, lunch rooms, kitchens, change rooms, squash and racquetball courts, weight rooms, halls and meeting spaces, operation of dishwashers, as well as ensuring that garbage and recycling are put out weekly for collection.
- In accordance with Worksafe BC regulations, having the physical ability to frequently lift heavy objects such as tables and other equipment, work in awkward positions, and climb ladders; continuously stand and walk throughout the day; and occasionally work in inclement weather.
- Knowledge of applicable Worksafe BC regulations
- Perform other job related duties as may be assigned by the designated supervisor.

Preference will be given to those individuals who possess additional training and skills with the following:

- Building Services Worker Level 1 Certification or equivalent

MINIMUM QUALIFICATIONS:

Education Requirements:

- Completion of Grade 12 or equivalent combination of skills and training.

Experience:

- One year of janitorial or closely related experience.
- Ability to demonstrate skills and knowledge listed above.

REQUIRED LICENCES, CERTIFICATES AND ASSOCIATION MEMBERSHIPS*:*

- WHMIS Certificate
- Current First Aid – Emergency First Aid with CPR
- Valid BC drivers License
- Current criminal record clearance
  The incumbent is required to provide a satisfactory criminal record check in order to work in this position and is required to report to their supervisor any criminal charges laid against them that may be related to their employment in this position.

POSITION SALARY:

The wage for this position is per Schedule A of the agreement between CUPE Local 556 and The Corporation of the Village of Cumberland.

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of _____, 20___.

_____	_____	_____
Manager's Name	Signature	Date
_____	_____	_____
CAO Name	Signature	Date

I have read and understand this job description:

_____	_____	_____
Employee's Name	Employee's Signature	Date