

# Job Posting

## #21.78 FACILITIES WORKER

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

### **Position Overview:**

To maintain a clean and sanitary environment within and on the grounds outside the Our Place facility and perform basic maintenance tasks as directed.

### **Duties and Responsibilities:**

- Ability to perform in a team environment, under the direction of the maintenance or facilities lead.
- To perform daily cleaning of assigned areas.
- To assist in garbage and recycling programs.
- To maintain the appearance of the floors in assigned areas.
- To develop basic working knowledge of all site systems and equipments.
- Assist with basic maintenance and repair to structural, mechanical and electrical systems of OPS sites as detailed by maintenance lead.
- Assist maintenance team as required.
- To work cooperatively with other staff as well as work alone responsibly.
- Maintain professional yet compassionate relationship with family members.
- Performs other related duties as required.

### **Qualifications:**

- Ability to lift 30 lbs.
- Knowledge, or ability to learn proper use of chemicals, cleaning methods, and equipment.
- WHMIS certification is an asset.
- Knowledge of basic and general building systems and safe operation of basic hand and power tools is an asset but not required.
- Ability to understand and carry out oral instructions.
- Willing to work a variety of shifts, and have a commitment to work all shifts as scheduled.
- Responsible attitude towards work schedule. Excellent attendance is required.
- Ability to respond to multiple and concurrent tasks.
- An understanding of, and comfortable in relating to the wide variety of people served by Our Place

## **Working Conditions**

**Shifts:** Full Time – 37.5 hours per week

**Must be flexible to work evenings and weekends.**

**Compensation:** \$20.52 to 22.71 per hour.

**Benefits:** 3 weeks' vacation. Excellent full employer paid benefits after successful completion of 3 months of full-time employment.

## **How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Friday September 17, 2021 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #21.78 – Facilities Worker" in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.