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Hope and Belonging

Job Posting

#26.113 FACILITIES WORKER

1027 Pandora Avenue

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

Position Overview:

To maintain a clean and sanitary environment within and on the grounds of all Our Place Society run facilities. Performs routine cleaning and minor maintenance of buildings and grounds.

Duties and Responsibilities:

- Cleans, washes, and disinfects building areas such as walls, windows, ceilings, floor, carpets, air vents, furniture, mattresses, blinds, and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing, buffing using various manual and power cleaning equipment.
- To perform laundry duties, as required.
- Collects and disposes of refuse and maintains clean refuse areas; performs spot clean-ups as required.
- Required to do work with specialized chemicals and use sound judgment and proper PPE to disinfect and sanitize washrooms and high touch areas.
- Required to clean up areas, with proper PPE, that are potential bio-hazards such as areas that have been affected by bodily fluids such as urine, feces and blood.
- Maintains and cleans parking lots and sidewalks using hand and powered equipment, rakes, shovels, and other equipment to remove dirt, leave, snow and other refuse.
- Performs minor maintenance on buildings, grounds, furniture, electrical fixtures, and plumbing, such as unplugging sinks and toilets, lightbulbs, replacing tap washers.
- Sets up furniture for functions and meetings. Maintains various logs, key registers, and other records; assists in taking inventory; orders and maintains janitorial supplies as needed.

- Secure buildings, if necessary, by arming alarms, locking doors and windows.
- To maintain the appearance of the floors in assigned areas.
- To develop basic working knowledge of all site systems and equipment.
- To work cooperatively with other staff as well as work alone responsibly.
- Maintain professional yet compassionate relationship with family members and residents.
- Performs other related duties as required.

Skills and Abilities:

- Ability to lift 40 lbs.
- Ability to perform in a team environment, under the direction of the Operations Supervisor or the Coordinating Supervisor.
- Knowledge, or ability to learn proper use of chemicals, cleaning methods, and equipment.
- WHMIS certification is required.
- Ability to understand and carry out oral instructions.
- 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.

Qualifications:

Education and Knowledge:

- Grade 10
- WHMIS certification

Training and Experience:

- A minimum of six months of recent related experience or an equivalent combination of education, training, and experience.

Working Conditions

Shifts: Part time, 16.5 hours per week, Wed to Fri 3pm to 9pm
Compensation: $23.45 to $26.92 per hour, plus 5% in lieu of paid holidays.
Benefits: Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Access to our EAP (Employee Assistance Program).

This position requires union membership.

How to Apply:
Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm on Wednesday, December 2, 2026, to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote "File #**26.113 Facilities Worker**" in the subject line.

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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.