



## Custodian/Caretaker, Retreat and Events Centre (Internal/External Posting)

Alexandra Neighbourhood House is seeking energetic and dedicated individuals to join our team as **Full/Part Time and Casual Custodian** at our Retreat and Events Centre. A member of the Association of Neighbourhood Houses BC (ANHBC), Alexandra Neighbourhood House delivers programs and activities contributing to a vibrant, caring and inclusive community. The Alexandra Retreat and Events Centre hosts rental groups, as well as Alex NH programs and activities.

The successful candidate will demonstrate a proven record of working independently, superior communication skills, and be able to work effectively with customers, staff, volunteers and the general public.

Reporting to the, Coordinator Building Services in collaboration with the Coordinator, Retreat & Event Centre.

**Responsibility** (a full job description is available on request):

### Custodian is responsible for -

- Maintaining the general cleanliness of the grounds/buildings
- Providing security for Retreat and Event Centre buildings and grounds
- Ensure all facilities are in good repair
- Offering hospitality/support to rental groups

### Duties:

#### 1. Janitorial –

- Weekend cleaning of childcare and program space.
- Replenish paper/cleaning supplies during weekends in all buildings, as needed and/or when requested by rental groups
- As assigned – evening cleaning of childcare and program spaces.
- Site cleanliness incl. cleaning of outdoor garbage containers throughout weekend.

#### 2. Caretaking –

- Ensure security of buildings when not in use.
- Liaison for rental groups, responding to calls related to maintenance and emergency cleaning during on-call weekends.
- Checking in/out rental groups as directed – meeting with rental group contact to walkthrough site to ensure no damage occurred in order to process return of damage deposit or make update Coordinator and Property Manager on damage done.
- Occasional Beecher Place viewings and Site Tours

#### 3. Maintenance –

- General maintenance over weekend incl. plugged toilets/sink, flooding, breakers etc. and/or call external service provider when unable to remedy. Non urgent issues will be referred to Property Manager.
- **Vacation coverage and some on -call for statutory holidays**

### Qualifications

- Minimum 3 years building services work
- Related training/certification incl. WHIMIS, Occupational First Aid
- Class IV license an asset
- Excellent verbal and written communications skills in English
- Team and customer oriented; demonstrated interpersonal skills
- Strong organizational skills; ability to manage changing priorities
- Clear vulnerable sector criminal record check

Alexandra Neighbourhood House maintains up-to-date, written protocols to ensure compliance with current provincial and Fraser Health Authority regulations and guidelines. Successful applicants must provide certification of vaccination prior to employment.

**Closing Date:** Until position is filled, ongoing needs

**Hourly Wage:** **Hiring Range - OF 1 (18.25 – 20.66)  
OF 2 (19.76 – 21.90)**

**Terms of Employment** Full Time – 35 hours (Part time and Casual) Hours vary, but all will include Weekend, Evening, and Daytime hours. Benefits available for Regular Full/Part Time, Casual is 4% in lieu.

**Submit resume to:** [HR@alexhouse.net](mailto:HR@alexhouse.net)

We thank and acknowledge all applicants, but will only be contacting those selected for interviews.  
ANHBC is an equal opportunity employer.