



POSTING

BUILDING ATTENDANT

Permanent Full-time (35 hours per week)

Ted Kuhn Towers

This position performs a variety of duties: security functions, janitorial and administrative as required for Ted Kuhn Towers that provides safe and affordable housing for people with minimal income.

KEY DUTIES AND RESPONSIBILITIES

- Buildings security (tours and inspects facilities frequently to assist in maintaining a safe and secure environment, enforces parking regulations), monitor cameras, perimeter check, investigates critical incidents.
- Performs a variety of cleaning duties to ensure cleanliness of facilities.
- Locks/unlocks facilities doors at prescribed times.

QUALIFICATIONS

Education, Training, and Experience

- Grade 12 or Building Manager (Residential), or Building Service Worker or BST Certificates
- Experience working or volunteering with mental illness/addiction/homelessness.
- WHMIS and First Aid Certificates

Job Skills and Abilities:

- Strong interpersonal and communication skills; including sensitivity to diverse backgrounds.
- Ability to work with a variety of tenants. Demonstrates understanding of oppression and marginalization as related to homeless individuals.
- Ability to identify an emergency and respond appropriately.
- Performs other related duties such as assigned.
- Suitability to work with disadvantaged and challenging adults in a diverse environment, ability to deal with others effectively, ability to understand and maintain tenant/worker boundaries.

WAGE INFORMATION:

\$20.64/hour

* An eligibility list will be maintained for up to 6 months

CLOSING DATE:

March 23, 2017

PLEASE APPLY WITH COVER LETTER & RESUME TO:

tk.employment@options.bc.ca

No phone calls please

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 03/16/17

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