

JOB POSTING

Housekeeper/Janitor

Position: Permanent part-time

Hours: As per schedule

Start date: Immediately

Duties: Housekeeper performs routine cleaning, minor maintenance, and service functions in the organization's buildings or in residences. The primary duties include:

- Cleaning and disinfecting appliances, mattresses and furniture and areas such as walls, windows, shelves, ceilings, floors, carpets, air vents, blinds, and washrooms, by using manual and power cleaning equipment
- Loading and unloading dishwasher.
- Changing and making beds, replacing light bulbs.
- Removing garbage, recycling materials, and safely disposing hazardous wastes.
- Removing snow and sprinkling salt from house to car door only.
- Securing the building by arming alarms and locking doors and windows.
- Identifying and reporting possible repairs and insect and rodent infestation to coordinator and homeowner.
- Occasionally, extra deep cleaning may be needed along with other related duties as required.

Qualifications:

Grade 10. One-month recent related experience. Or an equivalent combination of education, training, and experience.

A vehicle and valid driver's license are required for this position.

Pursuant to provincial legislation, the applicant must agree to undergo a criminal records investigation.

Application Process:

Submit a resume and cover letter to Ute Juras, Director of Program Management, Family Dynamix Association.

Email: ujuras@fdx.family

Address: Box 2289, Invermere, B.C., V0A 1K0,

Application closing date: Open until filled.

We appreciate all applicants for their interest; however, only shortlisted candidates will be contacted.