



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION

the place to connect

FGCA Job Posting

Position: Facility Attendant & Custodian
Reports to: Stefie Gray, Recreation & Facility Coordinator
Posting Closes: When position is filled
Start Date: Immediately
Location: 1330 Fairfield Rd, Victoria BC

Salary Probation wage \$17/hr + 4% vacation pay
Up to a maximum of \$19/hr, pending successful reviews.

Job Share

This is a permanent position. Custodial shifts operate 7 days a week and are divided amongst two to four staff as a job share.

**We are currently looking to hire a person for two or three days a week:
Flexible with days between Thursdays – Mondays, 5:00pm – 11:00pm**

Additional hours covering shifts are offered on call, as needed.

Preference given to candidates with custodial/cleaning experience and schedule flexibility.

Overall Objectives

This position anchors FGCA facility use outside of regular FGCA business hours.

The work will encompass:

- Maintain custodial responsibilities
- Rental group access and client liaison
- Program users access and support
- Communicate with Recreation & Facility Coordinator and FGCA staff

Job Responsibilities

Building Maintenance and Custodial Duties

- Check and secure all FGCA buildings
- Daily, weekly and monthly tasks to maintain cleanliness of facility and keep the facility stocked
- Mopping floors, cleaning public washrooms, cleaning a commercial kitchen
- Taking on additional cleaning/maintenance tasks as necessary
- Be available for additional project tasks as assigned by the Co-Executive Director responsible for the Facility

Rental Support

- Check for condition of facility, pre and post usage (emptying garbage and cleaning/stocking washrooms)
- Provide building access, set up and restore rooms, review closing tasks for users
- Be available to users by FGCA Duty phone

FGCA Program Support

- Assist FGCA instructor or presenter to access their program space as required
- Liaise with FGCA instructors, provide class lists, course materials, and audio visual aids
- Assist participants as required

Communicate with Office and Communications Manager and FGCA staff

- Regarding upcoming scheduled events (to be outlined in shared calendar with monthly viewing access)
- Seek clarification of duties when necessary

Requirements

- Ability to perform custodial tasks
- Able to lift and move folding tables and chairs
- Excellent communication and organizational skills
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to work as part of a team
- Ability to work independently
- Have current First Aid training
- Consent to a Criminal Record Check

Schedule Changes

The schedule may change between employees but will be done so under the supervision and approval of the Stefie Gray, Recreation & Facility Coordinator. Schedule changes must be done so with a minimum of 2 weeks of notice.

Please send an email to recreation@fairfieldcommunity.ca if interested in applying.

Please put "FGCA Custodian" in the subject line of the email.