



FAIRFIELD GONZALES  
COMMUNITY ASSOCIATION

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## **FGCA Job Posting**

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

**Salary** Wage \$19-\$20/hr + 4% vacation pay

### **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 Saturday shifts from 3pm-11pm and have flexibility to potentially cover shifts Sunday – Friday, 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 supervisor

#### **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

Please send an email to Thomas King at [recreation@fairfieldcommunity.ca](mailto:recreation@fairfieldcommunity.ca) if interested in applying.

**Please put “FGCA Custodian” in the subject line of the email.**