



FAIRFIELD GONZALES
COMMUNITY ASSOCIATION
the place to connect

MISSION: To create a connected, collaborative, inclusive and sustainable community.

JOB POSTING: Facility Attendant and Custodian

Posting date: September 20th,

Application deadline: Open Until Filled

The FGCA is a non-profit charitable society governed by a Board of Directors. We are a multi-faceted community organization that runs licensed programs (preschool, out-of-school care and daycare) and community programs and services for individuals of all ages and stages.

Job Title: Facility Attendant and Custodian

Position Type: Part Time, Permanent

Start Date: early October

End date: Ongoing

Hours of work: Saturday 1pm-9pm/2pm-10pm; Sunday 5pm-9pm

Salary Range: \$20.70-\$21.80 per hour

Vacation and Benefits: 4% vacation pay paid out: not enough hours to qualify for benefits

Reports to: Recreation & Facility Coordinator

Overall Position 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

Specific Job Duties and 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

Qualifications (Education / Skills/ Abilities)

- 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

The FGCA is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law. The FGCA is committed to the values of diversity and inclusion in our workplace. We actively encourage applications from people who are experiencing barriers to equity. Those who anticipate needing accommodations for any part of the application and hiring process may contact Pippa Davis, Office Manager at office@fairfieldcommunity.ca or 250-382-4604. Any personal information provided will be maintained in confidence.

Interested individual are requested to forward their resume and cover letter to Thomas King at recreation@fairfieldcommunity.ca via email or in person at Fairfield Community place during out administrative hours. We thank all applicants; however, only those shortlisted will be contacted for an interview.