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ANCIENT SPIRIT, MODERN MIND

## Job Posting

**Full Time Position:** Building Service Worker

**Scope:** 75 hours Bi-weekly

**Salary Range:** \$36,000 - \$43,000

**Location:** Government facilities in upper and lower Anacapa

## Job Description

The Building Service Worker is responsible for keeping spaces safe and clean for those working or occupying HFN facilities. They may also provide a variety of services, both indoors and outdoors of the facilities, including maintaining furnishings and replacing fixtures.

## Key Accountabilities:

- Maintaining clean and presentable buildings inside HFN Facilities.
- Responsible for cleaning and disinfecting high traffic areas, emptying trash, making minor repairs as needed, and tending to the grounds of the establishment.
- Sanitize all areas, restrooms and keep entrances clear.

## Job Duties:

- Daily sanitizing all public surfaces i.e. Door handles, keyboards, railings, glass surfaces, telephones, desktops, counters, bathrooms, kitchen areas, tables and chairs.
- Ensure staff kitchen areas are sanitized and dishes cleaned and put away.
- Keeps the floors and walkways swept, waxed, mopped or vacuumed.
- Clean and do minor maintenance of all bathrooms, unplugging clogs, refill paper and hygiene products and ensure all light fixtures are working.
- Gathers and disposes of garbage, keeps appliances clean, dusts and cleans light fixtures and ensures all light fixtures are functioning.
- Maintain inventory of cleaning supplies and provide list for restocking.
- Clean windows indoors and outdoors of some HFN Facilities.
- All other duties as assigned by your supervisor or director

## Operational Requirements:

- Willingness and ability to work after office hours in the evenings, as required.
- Successful background checks, including employment verification and reference checks.
- Must have a Valid B.C. Driver's License

- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.
- Must be reliable, diligent, and accountable for time and actions on the job
- Willing to do a Criminal Records Check

**Education and Experience Requirements:**

- Certification in Building Service Worker 1 or 2 an asset or willing to acquire and = 2 years of experience in janitorial or maintenance services.
- Experience in customer service and working with people.
- Experience in performing minor maintenance of buildings, such as fixing toilets, replacing handles, etc.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huvayaht.org](mailto:HR@huvayaht.org) by fax 250-728-1222. Please quote Building Service Worker Job Posting. Closing date for this position is July 25 2025, at 4:00 pm