



## Village of Port Alice EMPLOYMENT OPPORTUNITY

### Community Centre Janitor/Supervisor Casual On-Call Position

The Village of Port Alice is seeking a Casual On-Call Janitor/Supervisor to work in the Community Centre.

Community Centre Supervisors oversee activities, recreational programs and special events for children and adults at the Port Alice Community Centre. The janitor performs all necessary janitorial duties in order to maintain a high standard of cleanliness in the Community Centre and in the weight room at the Seaview Activity Centre

The applicant must be comfortable dealing with adults, seniors, youth and small children.

#### **Required Knowledge, Abilities and Skills**

1. Knowledge of standard methods, materials, tools, and equipment used in janitorial care and maintenance of building.
2. Possess strong organizational skills.
3. Be able to deal tactfully, respectfully, and effectively with other staff, management, elected officials and the general public.
4. Be an excellent team player.
5. Follow safe work practices and follow the requirements of regulatory agencies.
6. Computer knowledge (MS Office)
7. Ability to work alone, and without direct supervision
8. Criminal Record Check is required

This CUPE position has a rate of pay of \$20.53/hr plus 11.08% for vacation pay and payment in lieu of benefits.

Interested persons are invited to submit a cover letter and resume on or before **May 19 at 4:00 pm** to:

Bonnie Danyk, Deputy CAO  
PO Box 130  
1061 Marine Drive  
Port Alice, BC V0N 2N0

Phone 250 284-3391  
Fax 250 284-3416  
Email [treasurer@portalice.ca](mailto:treasurer@portalice.ca)

Applications may be submitted in person, by mail, fax or email. We thank all applicants for their interest, however, only those considered for an interview will be contacted.

Notice posting date: May 12, 2017