

**B. C. HOUSING MANAGEMENT COMMISSION**

**JOB DESCRIPTION**

**Location:** Various

**Reference No:** 14

**Date:**

**Job Title:** Janitor

***PRIMARY FUNCTION:***

Performs a variety of cleaning duties within assigned Commission buildings.

***JOB DUTIES AND TASKS:***

1. Performs cleaning duties within assigned buildings including vacant dwellings
  - (a) Cleans floors, carpets (except on moveouts), walls, furniture, smoke alarms and dusts and sweeps areas;
  - (b) Moves Commission and tenant furniture effects within a development;
  - (c) Maintains cleanliness of assigned outside areas and picks up litter and removes garbage;
  - (d) Clears snow from doorways and walkways when required;
  - (e) Operates cleaning janitorial equipment and uses associated tools and cleaning materials;
  - (f) Mops, washes, waxes and polishes floors and vacuums carpets;
  - (g) Washes windows inside and performs external window washing using a tucker pole;
  - (h) Removes dry strippable wallpaper from portions of rooms, using steam stripper if required;
  - (i) May be required to utilize tact and diplomacy in possible tenant interaction where complex health and social issues may be present. Refers tenants to other staff where appropriate.
2. Other related duties
  - (a) Changes light bulbs in buildings and in unlit areas where no Building Manager is assigned or the Building Manager is off duty;
  - (b) When required, shall drive the Employer's vehicle.

***SUPERVISION/DIRECTION RECEIVED:***

Immediate Supervisor.

***SUPERVISION/DIRECTION EXERCISED:***

None.

***PHYSICAL ASSETS/INFORMATION MANAGEMENT:***

Maintains cleanliness within assigned buildings. Maintains on-line records and documentation.

***FINANCIAL RESOURCES:***

None.

*The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*