

**B. C. HOUSING MANAGEMENT COMMISSION**

**JOB DESCRIPTION**

**Location:** Various **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) Mops, washes, waxes and polishes floors and vacuums carpets; cleans carpets (except on move outs), walls, doors, furniture, smoke alarms and dusts and sweeps areas;
  - (b) Moves Commission and tenant furniture and/or effects within a development;
  - (c) Maintains cleanliness of assigned outside areas and picks up litter and removes garbage, maintains integrity and compliance of recycling programs;
  - (d) Clears snow from doorways and walkways and applies ice melt product when required;
  - (e) Operates cleaning janitorial equipment and uses associated tools and cleaning materials;
  - (f) Washes windows inside and outside where accessible;
  - (g) Required to utilize tact and diplomacy and refers tenants to other staff where appropriate. In some occasions may be required to exercise interpersonal and conflict resolution skills when dealing with the resident population.
  
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.*