

# Employment Opportunity – Internal & External

## The Salvation Army – Ocean Crest

<b>Job Title:</b>	Centre of Hope Program Custodian	<b>Shift:</b>	7 am – 2:30 pm Monday to Friday
<b>Ministry Unit/Dept:</b>	Centre of Hope	<b>Status:</b>	Full Time
<b>Salary Range:</b>	Grade 3	<b>Date Posted:</b>	June 9, 2023
<b>Address:</b>	1381 Cedar Street, Campbell River BC	<b>Posting Expires:</b>	Until Filled

### Applications Accepted By:

**E-mail:** [employeerelations@oceancrestchurch.org](mailto:employeerelations@oceancrestchurch.org)

**Attention:** Patricia Roed

**Please no phone calls.**

**This is a full-time position with full health and dental benefits after 3 months and RRSP plan for employees.**

### MISSION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

#### Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

#### Core Values

The Salvation Army Canada and Bermuda has four core values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

### JOB DESCRIPTION:

THE CENTRE OF HOPE PROGRAM CUSTODIAN PROVIDES UPKEEP AND MAINTAINS THE CLEANLINESS OF THE FACILITY IN COMPLIANCE WITH APPLICABLE STANDARDS. THE INCUMBENT WILL ALSO PROVIDE ACCESS TO THE FACILITIES AS REQUIRED. THE INCUMBENT WILL ASSIST WITH SECURITY DURING THE HOT LUNCH PROGRAM AND WORK ALONGSIDE THE FAMILY SERVICE WORKER AND FOOD SERVICES COORDINATOR PICKING UP SUPPLIES AND DONATIONS FOR THE CENTER.

#### KEY RESPONSIBILITIES:

**Kitchen helper:** pick up food donations and put them in designated area for storage and distribution. Clean kitchen and kitchen equipment. Assists in ensuring high standards of sanitation and cleanliness are maintained throughout the kitchen, dining room and food storage areas including removing kitchen dining room waste. Keep required records. May assist Food Coordinator with kitchen duties as assigned.

**Janitorial:** Ensures the general upkeep of the facility such as cleaning floors, washrooms, windows, dusting, and vacuuming. Collects and disposes of garbage and recycling to the appropriate places and ensures garbage and recycling containers are kept clean. Checks, cleans, moves, arranges, and dusts furniture as required. Ensures the general upkeep of external property such as :keeping sidewalks clear of snow and ice, cleaning main floor outside windows, picking up liter, sweeping sidewalks and planter care. Ensure that supplies are ordered in a timely manner before the supplies run out. Restock washroom supplies and kitchen paper towel and garbage bag supplies. Refills soap and hand sanitizer dispensers in all areas.

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**Security:** Checks doors and windows to ensure building security and safety. Assist with the hot lunch program between 11:30 am and 1:30 pm providing extra security in the dining area while the building is open for the meal services. Report all safety concerns and repair issues.

**Community Services:** Assist in the organization, maintenance, and general cleanliness of the Family Service Area. Receives ( and or declines ) and sorts/organizes non-monetary donations or purchased products following standard procedures. May be responsible for ensuring safe handling of hazardous materials. May direct work of volunteers assisting in the meal center and family services area. Other duties as required and outlined in job description.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

*The successful candidate must have, as a minimum, completed high school.*

#### Education/Certifications:

- First Aid
- Food Safe

#### Experience:

- Previous work experience in Janitorial work
- Previous experience with light repairs

#### Required Skills/Knowledge:

- Fluent spoken and written English
- Good team and interpersonal skills
- Valid Driver's License and clean drivers abstract.
- Able to manage physical demands, which include frequent lifting of tables, chairs, boxes, and other heavy items.

Successful candidates, prior to hiring, may be required to provide:

- A clear vulnerable sector screening
- Immunization for Hepatitis B and vaccination against Tuberculosis

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*



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