



Position Title: Housekeeper / Janitor (Full-Time and Casual Positions Available)
Department: Housekeeping
Immediate Supervisor: Laundry and Housekeeping Manager

Nature and Scope

Under the direction of Laundry and Housekeeping Management, Housekeepers and Janitors will primarily perform cleaning activities within well established guidelines and across our beautiful campus. This role provides clean, sanitary, comfortable, orderly and satisfying surroundings for the student, staff and guests of the boarding houses, and to all staff and members of the public in all other buildings on campus. The incumbent's quality of work must reflect Brentwood's high standards. Housekeeping staff must adhere to all WorkSafe BC guidelines and ensure the housekeeping areas and equipment are clean and well-maintained.

Major Responsibilities

- Clean commercial and residential campus buildings, (floors, walls, interior and exterior windows), furnishings, and fixtures according to established housekeeping procedures, in keeping with established schedule and as needed/requested;
- Dust low and high places;
- Vacuum, scrub, or sweep all floors. Strip and wax floors with auto scrubber or floor polisher;
- Clean and disinfect all bathrooms by washing floors, sinks, showers, toilets, walls while keeping them fully supplied;
- Move furniture, equipment, and supplies for maximum access to areas to be cleaned. Move tables and chairs and set up classrooms or the dining hall;
- Empty all garbage, compost, and recycle bins daily;
- Use a range of cleaning tools, supplies and equipment to perform tasks (e.g. dry mops, wet mops, sweeps, waxes, vacuum cleaner, floor polisher, burnisher, auto scrubber, carpet shampooer). Maintain tools and equipment to ensure peak operating performance and reliability;
- Mix, and prepare, and properly label cleaning solutions, according to specifications;
- Report all minor and major repair requirements;
- Perform duties in an environmentally and personally safe manner;
- Safely clean and disinfect where and when necessary, including situations involving bodily fluid exposure (e.g. blood, vomit). Will need to wear Personal Protection Equipment (PPE), when required.
- Perform emergency housekeeping when accidents and/or emergencies occur (overflows, carpet stains, etc).
- Locks or unlocks doors, turns lights on/off;
- Keeps janitors closets neat, tidy and fully stocked;
- At times, assists with room set ups for meetings, external events, or various other activities and cleans up afterwards;
- May assist with training and monitoring work quality of seasonal staff.

Education/Experience

- Previous experience housekeeping in a large commercial (hotel or restaurant) or institutional environment is preferred, but not mandatory;
- Experienced with the use of cleaning and sanitation products, procedures and techniques;
- Working knowledge of common mechanized cleaning equipment is desirable;
- Current or previous WHMIS certification/training, is an asset but not required;



- First Aid skills and/or certificates, considered assets but not required.

Knowledge/Skills

- Strong attention to detail: Effective interpersonal and professional skills;
- Solid organizational, communication, and time management skills;
- Maintain good working relationships with all students and staff, suppliers, vendors, trades;
- Reliable and punctual attendance;
- Highly flexible, ability to work independently and as part of a team. Undertake all aspects of the role without daily/on-going or specific direction;
- Must be able to multi task and schedule and/or prioritize own work;
- Ability to comprehend and communicate detailed instructions orally and in writing;
- Must be able to demonstrate engage in respectful, inclusive and appropriate behaviour at all times: conversations with staff and students;
- Ability to create and offer alternative solutions to problems;
- Maintain a clean and tidy work area;
- High personal standards for producing quality work results, with a strong work ethic and affinity for cleanliness and sanitation;
- Maintain clean, tidy appearance with good personal hygiene;
- Good physical conditioning and fitness stamina is needed to perform all requirements of the position on a daily basis;
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Working Conditions

- Work normally requires a moderate to high level of physical effort. This includes lifting up to 50 pounds, as well as, bending, kneeling, twisting, reaching, and ladder climbing (8 feet in height);
- Work normally requires a moderate level of manual dexterity for all aspects of fine cleaning;
- At times, repetitiveness of tasks adds to mental effort to remain engaged, positive and supportive;.
- Be available for extra shifts as required to meet the Operational needs of the school, at times with little advance notice;
- A variety of flexible shifts available. This is a 7 day a week operation and weekdays, weekends, evenings and nights are needed;
- May be required to work outdoors, such as, when cleaning glass;
- Busy boarding school environment, located in a modern campus complex in Mill Bay;
- Enjoys working with and being around young people;
- Work may require the need to wear Personal Protective Equipment (PPE);
- Successful clearance of a Criminal Record Check is a condition of employment, and the position is subject to a probationary period;
- Must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources. This posting will remain open until position filled.

Fax (250) 743-8446 | hr@brentwood.bc.ca | 2735 Mt. Baker Rd. Mill Bay, BC V0R 2P1

www.brentwood.bc.ca