



## Caretaker

RAM – 18M2

### Contract – Maintenance & Janitorial

**Malatest** is one of Canada’s largest independently owned and operated social research companies with office locations in Victoria, Edmonton, Ottawa, Toronto, and Halifax.

**Currently**, Malatest is seeking a caretaker with exemplary skills to take responsibility for cleaning and maintaining buildings located in Victoria, BC.

This opportunity is ideal for a jack of all trades who likes to keep busy. Internal candidates or external vendors will be considered for appointment, based on qualifications and experience.

### Duties (on a routine schedule twice a week)

- Operates vacuum cleaners to remove scraps, dirt and other refuse;
- Washes windows, interior walls, as needed;
- Empties trash cans and other waste or recycling containers;
- Sweeps, mops and scrubs the office buildings floors and stairs;
- Removes snow and ice from walkways and parking lot areas;
- Cuts grass and tends grounds;
- Cleans and disinfects washrooms and fixtures;
- Makes adjustments and minor repairs to heating, cooling, ventilation, plumbing and electrical systems, and advises admin when to contact tradespersons for major repairs;
- Performs other routine maintenance jobs such as painting and drywall repairs;
- May power wash the buildings perimeter;
- May move or assemble office furniture and equipment;

### Responsibilities

- Provides caretaking and cleaning of the office buildings on a routine schedule of operations;
- Takes on a wide variety of tasks, including cleaning and maintaining buildings inside and outside, fixing minor problems and maintaining the general cleanliness of the office space;
- Takes on added responsibility when weather or emergent situations occur;
- Must be comfortable with physically demanding work that includes bending, stooping, kneeling and crouching;
- Must have good communication skills and the ability to work under limited supervision;
- Needs the ability to listen, understand and complete a task list of written and verbal instructions;

Skill Requirements:	
<b>Methodical</b> - Works on a task until completion	<b>Interpersonal skills</b> - Friendly and focused
<b>Social</b> - Identifies the needs of others	<b>Decision Making</b> - Prioritizes with others
<b>Problem Solving</b> - Helps solve problems	<b>Time Management</b> - Uses time efficiently
<b>Innovative</b> - Adjusts to change easily	<b>Detail Oriented</b> - Perceptive, recognizes detail



### Qualifications:

- Completion of secondary school is required;
- As a condition of employment, staff members are required to obtain a security clearance with the Industrial Security Directorate Division of Public Works and Government Services Canada. Adherence to Malatest privacy, security, confidentiality and quality standards; is required.
- A criminal record check may be required;
- Previous cleaning and maintenance experience;
- Driver's License and use of your own vehicle, is preferred;
- Knowledge of safety codes, regulations and equipment;
- Knowledge of Workplace Hazardous Materials Information System (WHMIS) and an ability to understand Material Safety Data Sheets (MSDS);
- Knowledge of new environmentally friendly standards and associated products may be helpful as companies move towards more environmentally friendly cleaning methods.
- High level integrity for confidential and/or sensitive information;
- Strong time management for cleaning and general maintenance are considered essential;

This position will report directly to the Administrative Services (in Victoria) to support the caretaking and cleaning of the office buildings.

### Working Conditions

Our caretaker can set their own schedule for hours of work including evenings and weekends for the tasks required, as long as the building is well maintained. Standard office hours of operation are Monday to Friday, 8:30am to 5:00pm. Our call centre operations run evening and weekend shifts.

Our caretaker can spend much of their time cleaning and sometimes lifting or fixing furniture and other office building equipment. Dusting, sweeping, and vacuuming, requires bending and stretching. Some tasks, such as cleaning bathrooms and garbage, can be dirty and mildly unpleasant.

As a member of our team, our caretaker must demonstrate integrity with adhering to our privacy and security requirements. Works independently and takes responsible for the upkeep of our buildings.

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**Posted: May 29, 2018**

**Closing Date: June 29, 2018**

**Location: Victoria, BC**

**Hours of Work:** Part-time hours may vary based on building requirements;  
Flexibility for a customized work schedule, as necessary.

**Salary Range: \$17.00 to \$25.00 per hour; (Contract rates may be negotiated)**

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### How to Apply?

Submit a proposal letter and/or resume to Pamela Toovey, CPHR of Human Resources.

([resumes@malatest.com](mailto:resumes@malatest.com)). Please quote the competition number **RAM-18M2**. No calls please.

**Note:** While we would like to thank every candidate for your interest, only those shortlisted will be contacted.

*R.A. Malatest & Associates Ltd. is an equal opportunity employer and will not discriminate against any employee or applicant from employment because of physical or mental disability, race, colour, religion, gender, sexual orientation or creed with regard to any position for which the employee or applicant is qualified. We are committed to ensuring employment equity within our workplaces. You are welcome to identify within your application if you belong to one of the four designated equity groups: women, Aboriginal, persons with disabilities and/or members of visible minorities.*