



# Victoria Event Centre

## Job Posting | Facilities Custodian

**1415 Broad St, Victoria, BC, V8W 2B2**

<b>Job Title:</b>	Facilities Custodian
<b>Status:</b>	Casual
<b>Hours:</b>	10-15 hours per week
<b>Compensation:</b>	\$22.00/hour
<b>Schedule:</b>	Flexible (mornings + weekends)
<b>Department:</b>	Facilities
<b>Reports To:</b>	General Manager

### Who We Are:

The Victoria Multicultural Society operates the Victoria Event Centre (VEC), located in downtown Victoria, Lkwungen Territory. Opening its doors in 2003, the VEC is a favourite venue for artists, performers and local community organizers. We aim to provide an affordable, flexible and accommodating multi-purpose venue to produce performances, fundraisers and community celebrations.

### Job Summary:

We are seeking an experienced Facilities Custodian to attend to caretaking actions of the venue space. They will be responsible for preserving, and improving, the condition of the venue and ensuring that facilities are safe, clean and well functioning. The goal is to ensure the venue is ready and safe so that employees and community members can utilize the space under the best conditions. Shifts will aim to be as consistent as possible, often scheduled in the morning between 7am and 12pm.

### Key Duties and Responsibilities:

- General cleaning of the venue, including sweeping and mopping of the floors/stairs, cleaning and stocking restrooms, collecting and disposing of trash
- Set up tables and chairs according to venue floor model
- Perform minor repairs as needed throughout the space
- Work with management to keep an active list of maintenance needs
- Complete tasks in a timely manner with minimal supervision
- Responsible for ordering cleaning supplies, maintaining inventory, and work to find environmentally friendly alternatives
- Additional job duties may be required to meet organizational needs and to ensure the delivery of comfort and hospitality to guests at the VEC

## **Knowledge, Skills & Abilities**

- Knowledge of basic maintenance, building repairs and cleaning standards
- Knowledge of safe work practices (lifting safely, wearing slip resistant footwear, safely handling cleaning products...etc.)
- Strong attention to detail to keep the venue presentable
- Works well independently with strong time management skills in order to meet timelines with little or no supervision
- Ability to move, lift or carry objects up to 55 pounds without assistance
- Ability to travel up and down stairways
- Familiarity with basics of plumbing and carpentry an asset

## **Preferred Skills and Experience**

- Minimum of 1 year experience with janitorial work, facilities maintenance or similar
- Current BC WHMIS certification (or in progress)
- Fluency in written and oral English language

## **To Apply:**

To apply, please introduce yourself by emailing your resume and/or cover letter in a pdf format to [gm@victoriaeventcentre.ca](mailto:gm@victoriaeventcentre.ca). We will accept applications on an ongoing basis until this position is filled. Only shortlisted candidates will be contacted for an interview.

The VEC is committed to establishing an inclusive, equitable, and accessible environment for all. We welcome and value the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourage everyone to apply.

Thank you kindly for your application and your interest in this position. We look forward to hearing from you!