



**POSITION DESCRIPTION**  
**BUILDING MAINTENANCE WORKER - LODGE**  
Broadmead Care Society

POSITION TITLE:	BUILDING MAINTENANCE WORKER-LODGE	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Environmental Services Department		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
APPROVED CLASSIFICATION	Building Maintenance Worker	CLASS CODE	R 06
SUPERVISOR'S TITLE:	Supervisor, Environmental Services	POSITION NUMBER	00044591
SUPERVISOR'S CLASSIFICATION:	Building Maintenance Worker Services R13	PHONE NUMBER:	

**PURPOSE OF POSITION**

Under supervision, to carry out light cleaning and maintenance duties of the building interior and of the furniture, equipment, fixtures, and knick-knacks within an assigned area of the Lodge.

**SPECIFIC ACCOUNTABILITIES / DELIVERABLES**

- Carries out light, routine cleaning and maintenance duties within the assigned area including:**
  - sweeping, dry and wet mopping floors and stairs;
  - vacuuming carpets;
  - cleaning and disinfecting furniture, equipment and fixtures such as sinks, toilets, hoppers, urinals, bathtubs, commodes, beds walkers, wheelchairs, and garbage cans;
  - plunging clogged toilets;
  - washing the interior structure of the building, such as walls, windows, mirrors, counters, shelves, doors, handrails, cupboards, closets, and baseboards;
  - dusting furniture, equipment and assorted knick-knacks;
  - polishing wood items, such as desks, furniture, shelving, and wood surfaces;
  - removing soiled drapes, curtains or mats and replacing with clean;
  - collecting and disposing of garbage and materials for recycling.
- Carries out other related duties such as:**
  - reporting damaged or defective furniture and equipment, and any safety hazards;
  - stocking cleaning carts, mixing and dispensing chemicals to replenish supplies as necessary;
  - reporting any heavily soiled conditions requiring special cleaning.

**DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors	0	0

**PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

**PREPARED BY**

NAME:	DATE:	
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**EXCLUDED MANAGER AUTHORIZATION**

I confirm that: <ol style="list-style-type: none"><li>1. the accountabilities / deliverables were assigned to this position effective:</li><li>2. the information in this position description reflects the actual work performed.</li><li>3. a copy has / will be provided to the incumbent(s).</li></ol>		
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NAME:	SIGNATURE:	DATE:
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**ORGANIZATION CHART**

**SELECTION CRITERIA**

Completion of Grade 10, preferably supplemented by a vocational school course in janitorial services; knowledge of WHMIS and MSD sheets; preferably some related experience; ability to interact effectively with co-workers, other staff, and elderly residents; ability to meet the physical requirements of the job including lifting, and prolonged standing and walking.
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