

JohnHoward

The John Howard Society of North Island

Request for Qualifications

Contract Job Title:

Building Caretaker

Issue Date: August 8, 2018

Apply to:

Alisha McLain

Email:

alisha.mclain@jhsni.bc.ca

Fax:

250-286-3650

Mail:

140 10th Avenue, Campbell River, BC V9W 4E3

Closing Date and Time: August 22, 2018

Overview of the Requirement

The John Howard Society of North Island is seeking a Building Caretaker to provide services out of The Station, in Courtenay BC.

Under the direction of the program manager, this contractor would be responsible for:

Routine cleaning of the common areas of the residence and minor maintenance of buildings and grounds. The contractor is expected to spend three hours per week on routine cleaning and three hours per week on external maintenance. See contract description below for more details on the expectations for routine cleaning and external maintenance.

A one-bedroom apartment is available for rent by the caretaker with the opportunity to offset part of the rent from the contract fees. Providing an on-call service for overnight emergencies (such as fire, flood etc.) is an option to offset the remainder of the rent

Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

The proponent will possess the following qualifications:

- Experience cleaning commercial or residential buildings
- Experience keeping records and completing standardized forms.
- Experience conducting minor and routine maintenance using basic hand tools and cleaning equipment, preferably in a multi-unit residential building.

The proponent agrees to undertake a *Criminal Records Review Act* clearance and a satisfactory *Police Record check*.

The proponent must provide at least three (3) references.

The John Howard Society of North Island

Contract

Contract Title: Building Caretaker
Site: Courtenay
Program: The Station
Reports to: Program Manager
Prepared date: July 31, 2018
Approved by: Executive Director
Approved date:
Reviewed:

Summary

This contract is for routine cleaning of the common areas of the residence and minor maintenance of buildings and grounds. The contractor is expected to spend three hours per week on routine cleaning and three hours per week on external maintenance. See below for more details on the expectations for routine cleaning and external maintenance.

A one-bedroom apartment is available for rent by the caretaker with the opportunity to offset part of the rent from the contract fees. Providing an on-call service for overnight emergencies (such as fire, flood etc.) is an option to offset the remainder of the rent

Key Responsibilities

The following list provides details of the cleaning and maintenance requirements.

- Cleaning the common and public areas to acceptable standards set by the agency policies and checklists. These areas include lobbies and hallways, laundry room, common areas, offices, and public bathrooms.
- Collecting and disposing of garbage and maintaining clean refuse areas, performing spot clean-ups as necessary.
- Maintaining and cleaning parking areas and sidewalks, using hand or powered tools such as brooms, rakes, shovels, and other equipment, to remove dirt, leaves, snow, and other refuse. Performing minor gardening tasks such as mowing and trimming lawns, weeding, and watering. Salting sidewalks and ensuring safe entry and exit areas.

- Performing minor maintenance on buildings, grounds, furniture, electrical fixtures, and plumbing, such as unplugging sinks and toilets, replacing tap washers, light bulbs.
- Assessing and addressing emergency situations as they arise and being cognizant and comfortable with the emergency procedures of the building, including evacuation of the residents.
- Performing administrative duties, such as inventory management and procurement of supplies.
- Maintaining building tools and keeping them in good working order.
- Ensuring the building is Workplace Hazardous Materials Information System (WHMIS) compliant and keeping up-to-date Material Safety Data Sheets on all cleaning and hazardous materials as directed.
- Following policy and procedures, and completing reports as required by The John Howard Society of North Island.

Qualifications

Contractors are expected to have the following qualifications:

- Experience cleaning commercial or residential buildings
- Experience keeping records and completing standardized forms.
- Experience conducting minor and routine maintenance using basic hand tools and cleaning equipment, preferably in a multi-unit residential building.

Skills & Abilities

The Building Caretaker must:

- Have basic knowledge of electrical, fire panel, fire suppression and mechanical systems; and irrigation sprinkler and timer systems.
- Have a comprehensive knowledge of occupational hazards and safety precautions applicable to the caretaker role.
- Meet the physical demands of the role: be able to lift, bend, twist, turn, push, pull, walk, crouch, kneel, pinch, grasp, shovel, climb and reach repetitively.
- Have the ability to establish and maintain good working relationships with other program staff, contractors, and tenants.
- Have the ability to respond to issues with diplomacy and tact while communicating in a clear and concise manner.
- Have the ability to keep accurate records and complete standardized forms in writing and on a computer.

Other Requirements

- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP

The worker must have a valid driver's licence and safe, reliable transportation, and must obtain appropriate insurance as per Society policy.

Diversity

JHSNI welcomes applications from all qualified applicants including but not limited by those of any gender, race, orientation, or disability. Multilingual skills and multicultural competence are assets.