

Columbus Charities Association (CCA)
Facility, Custodial and Maintenance Supervisor
Full-Time Position

Key Responsibilities:

- Performing, organizing and supervising the custodial and maintenance work of staff;
- Liaising on CCA's behalf with Client to provide exceptional service and address concerns promptly and satisfactorily;
- Preparing detailed Monthly Reports;
- Monitoring and providing oversight to outside trades working on the premises;
- Be available for after hour emergencies.

The successful candidate must have:

- Strong interpersonal skills with an ability to deal tactfully and courteously with staff, customers and visitors.
- Good communication skills;
- An understanding of safety procedures and how to maintain a safe work environment;
- Leadership skills with the ability to work independently and collaboratively;
- Technical skills in particular MS Outlook, Excel, Word;
- Understanding of WHMIS.

The Position is based in Vancouver at the John Paull II Pastoral Centre.

Please send a cover letter and resume to garisto@colchar.org by May 17th.