

# Y Employment OPPORTUNITIES



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**Position Title:** NIGHT CLEANING ATTENDANT  
**Location:** KELOWNA FAMILY Y  
**Compensation:** \$14.50 / hr  
**Schedule:** 16 hrs per week  
**Placement Date:** February 4, 2012

We are seeking a Night Cleaning Attendant who is energetic, personable, resourceful, well-organized, a natural at building relationships and bringing out the best in people, and excels in a fast paced, challenging work environment. If that sounds like you, then this is your ideal job

The Night Cleaning Attendants are key team members to the overall experience that our customers will receive at the Kelowna Family Y. Reporting directly to the Facility Operations Director, the Night Cleaning Attendant will be responsible for daily/weekly cleaning assignments, along with detail and light duty cleaning – ensuring that all public areas exceed customer expectations. This position requires flexibility to work late nights and the ability to work independently as well as work shift work when required.

#### Major Responsibilities and Abilities:

- Cleaning of all public and staff areas during after hours starting as late as 9:30pm
- Work as a team as well as independently
- Communicate effectively with all Y staff as well as your supervisors and managers. Provide feedback to improve working situations or job competencies
- Public interaction with participants and members providing regular communication to determine their requests and forward to others
- Organize your work areas and shift responsibilities in order to accomplish tasks effectively
- Maintain and clean the facility to keep it looking in as-new condition.
- Report any problems or potential problems to supervisor.
- Participate in long range planning and development of partnerships in order to sustain projects at hand
- Keep track of all work completed, special projects etc. and cleaning products as required
- Report any problems with equipment and supplies and report to supervisor
- Source facilities for program delivery locations



# Y Employment

We build strong kids, strong families, strong communities

### Qualifications:

- Two years of experience in cleaning or related field.
- The ability to work late nights
- Ability to communicate effectively through speaking, reading and writing English.
- Class 5 drivers license
- Satisfactory criminal record check
- OFA level 1 (or the ability to obtain upon hire)
- WHMIS (or the ability to obtain upon hire)
- TDG (Transportation of Dangerous Goods) (or the ability to obtain upon hire)

### Competencies:

*Commitment to Mission, Vision and Values:* Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA-YWCA of the Central Okanagan.

*Service Attitude:* Identifies needs and wants of members/participants as priority and responds in an effective and timely manner to enhance every person's Y experience.

*Relationship Building and Collaboration:* Builds positive interactions both internally and externally to achieve work related goals.

*Self-Management:* Ability to direct personal performance to achieve desired results with minimum supervision.

*Quality:* Ensures that services criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

*Welcoming:* Treats everybody in a friendly and respectful manner and creates a pleasant, user-friendly atmosphere.

*Initiative:* Seeks and finds solutions to problems without waiting for direction. Knows when to take action on issues.

### Application Process:

Please apply in writing, with cover letter and resume, to:

Chuck Henderson – Facility Operations Director, Kelowna Family Y

375 Hartman Road, Kelowna BC, V1X 2M9

E-mail: [chenderson@ymca-ywca.com](mailto:chenderson@ymca-ywca.com)

Fax: 250.765.7962

Application Deadline: **January 28, 2012**

*We thank you for your interest,  
however only candidates selected for an interview will be contacted.*