Canadian Mental Health Association Kootenays
Mental health for all

Association canadienne pour la santé mentale Kootenays
La santé mentale pour tous

Internal and External Job Posting

JOB TITLE: Apartment Janitor
PROGRAM: Silver City Gardens – Trail BC
REPORTS TO: Property Manager
CLOSING: November 11, 2026
WAGE: $24.29/hour
HOURS: 12 hours per week; 9am – 1pm Tuesday, Wednesday and Thursday.

JOB SUMMARY: Performs routine cleaning, minor maintenance and minor groundskeeping of the common areas of the apartment building and assists with unit turnovers. Performs routine office tasks to support the work of the Property Manager, when required. This position bridges the gap between property management and maintenance.

Duties:

1. Cleans, washes and disinfects common areas (hallways, lobbies, stairwells, bathrooms, laundry areas, etc) of the apartment building including windows, ceilings, floor, carpets, air vents, walls, furniture, elevators, and blinds by methods such as dusting, scrubbing, vacuuming, sweeping, wet mopping, using various manual and power cleaning equipment.
2. Collects and disposes of refuse and maintains clean refuse areas; performs spot clean-ups as required.
3. When required will provide deep cleaning for unit turnovers such as cleaning appliances, windows, baseboards, floors and bathrooms to ensure the unit is prepared for a new tenant.
4. Maintains and cleans parking lots and sidewalks using hand brooms, rakes, shovels and other equipment to remove dirt, leaves, and other refuse.
5. Performs minor office tasks such as delivering tenant notices, filing, receiving tenant information, and checking phone messages.
6. Provide general office support as directed by the Property Manager
7. Assist with tenant intake, move-in and move-out inspections as required. This may include completing forms and scheduling appointments
8. Sets up furniture for functions and meetings. Maintains various logs, key registers and other records; assists in taking inventory; orders and maintains janitorial equipment and supplies.
9. Engage and communicate with tenants in a professional, respectful manner, facilitating and offering encouragement and supporting positive interactions.
10. Decorate facility lobby areas and maintain lobby bulletin board with suitable local events, general information for seniors, information on health and safety, etc
11. Performs other related duties as required.

Qualifications:

- Minimum of Grade 10 education
- Six months of recent related janitorial and office experience.

- Or an equivalent combination of education, training, and experience.
- Computer knowledge and skills are required.
- Clear Criminal Record for working with vulnerable populations
- Knowledge of local community resources and awareness of local cultural diversity & local social sector issues
- Ability to operate standard cleaning machinery (buffers, vacuums) and office equipment (printers, multi-line phones); strong organizational and time-management skills
- Ability to read and interpret documents such as safety policies, operating and maintenance procedures and manuals.
- Ability to manage occasional stressful, emergency and crisis situations.
- Ability to work cooperatively with individuals from diverse economic, cultural and social backgrounds.
- Knowledge of the Residential Tenancy Act is an asset but not required
- Physically capable of performing light maintenance and able to lift 25lbs (12kg).

Physical Demands: Ability to stand, bend, twist, lift moderately heavy items, climb ladder up to 5 feet, and move supplies or furniture throughout a shift.

Applicants to submit cover letter and resume to: reception@cmhakootenays.org
Subject: Trail Housing Janitor
CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted