



**Canadian Mental
Health Association**
Cowichan Valley



EMPLOYMENT OPPORTUNITY

Custodian- Warmland Shelter and Facilities

Operations

Temporary Full-Time (February 2026 until return of incumbent)

POSITION SUMMARY

CMHA is looking for a Custodian at Warmland Shelter and Facilities. Reporting to the Manager, Operations, the Shelter Custodian performs tasks in the daily cleaning and upkeep of CMHA CVB facilities. The Custodian is responsible for performing duties as directed and delegated, including cleaning shelter and offices, garbage removal, ordering and maintaining cleaning supplies.

QUALIFICATIONS

Qualifications include completion of Grade 12; WHMIS certification and Basic First Aid Training.

POSITION DETAILS

This is a Casual Relief (on-call) Union position assigned to a Temporary, Full-Time position until the return of the incumbent. The hours of work are Monday to Friday, 7:00 am to 3:00 pm (37.5 hours per week). The rate of pay is \$23.42 per hour (Pay Grid 3). Successful candidate to start as soon as possible.

APPLICATION DETAILS

Please submit a resume clearly outlining your education, experience, and qualifications as they relate to this position via email to careers.cowichan@cmhacowichan.ca.

Applications will be accepted until January 29, 2026.

Please note that proof of a successful clearance of a Criminal Record Check for vulnerable sector is a condition of employment with CMHA Cowichan Valley Branch.

CMHA-CVB adheres to the values of diversity, cultural safety, and respect for all, as identified in its Anti-Racism Statement, please visit our website at cmhacowichanvalley.com.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

JOB DESCRIPTION

Position Title:	Custodian – Warmland Shelter & Facilities
Program Area:	Warmland Shelter
Date:	July 2021

ORGANIZATION OVERVIEW:

Providing services in the Cowichan Valley since 1992, Canadian Mental Health Association - Cowichan Valley Branch (CMHA-CVB) is a registered charity and not-for-profit, independent society operating under a branch division agreement with CMHA British Columbia and within the context of the nation-wide Strategic Plan of the Canadian Mental Health Association.

As part of a national organization and an advocate of mental health for all, CMHA-CVB facilitates access to resources people need to maintain and improve mental health and wellbeing, and to participate in community integration, build resilience, and support recovery from mental illness and/or substance use and addiction.

CMHA-CVB operates Warmland House Emergency Shelter, Transitional Housing Services, Sobering and Assessment Centre, Adult Outreach programs, Mischa Lelum Youth Emergency Shelter, a Youth Centre, Youth Connect, Bounce Back personal coaching, Family Capacity Program, Rainbows and a variety of other counselling/therapeutic programs for children, youth, and families.

CMHA-CVB also provides community education and advocacy aimed at the promotion of good mental health and in support of individuals and families with mental health challenges.

CMHA-CVB adheres to the values of diversity, cultural safety, and respect for all, as identified in its Anti-Racism Statement as attached.

JOB OVERVIEW:

Reporting to the Manager, Operations, the Shelter Custodian performs tasks in the daily cleaning and upkeep of CMHA CVB facilities. The Custodian is responsible for performing duties as directed and delegated, including cleaning shelter and offices, garbage removal, ordering and maintaining cleaning supplies.

RESPONSIBILITIES

- Perform a variety of cleaning duties to ensure the cleanliness of the facilities including attention to toilets and bathing rooms, walls, floors, sinks, kitchen area(s), trash containers and windows through methods such as sweeping, vacuuming, washing, mopping, and disinfecting.
- Perform a variety of garbage duties such as removing garbage from premises, emptying wall needle disposal units into bulk disposal, keeping garbage container area clear and monitoring disposal service pick-up; advises management of any problems.

- Monitor maintenance and cleaning supplies by performing duties such as placing purchase orders with external suppliers, receiving supplies, checking invoices against orders and goods received, storing and distributing supplies and contacting suppliers to obtain and provide general information.
- Work closely with the Operations Manager, to respond to cleaning tasks as needed.
- Prepare and maintain records and reports as requested.
- Be familiar with and ensure that the maintenance, cleanliness, and safety standards of Warmland are met and report any discrepancies to the Manager.
- Performs other related duties as assigned by the Manager.

QUALIFICATIONS

- Experience working in a residential care facility an asset.
- Grade 12.
- Basic First Aid Training Certificate, plus two (2) years of recent related experience or an equivalent combination of education, training and experience.
- WHMIS certification.
- Successful clearance of a Criminal Record Check for vulnerable sector.

REQUIRED COMPETENCIES

- Excellent cleaning, organization and time management skills.
- Excellent interpersonal skills, with the ability to build positive and collaborative working relationships with individuals and teams.
- Demonstrated suitability to work with vulnerable and challenging adults in a diverse environment.
- Demonstrated ability to work independently.
- Demonstrated ability to understand and maintain client/worker boundaries.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated physical/mental ability to perform the duties of the job.
- Demonstrated ability to operate related equipment.
- Demonstrated ability to organize work.
- Demonstrated ability to deal with others effectively.
- Excellent verbal and written communication skills.
- Motivated to and understanding of work in a non-profit environment.
- Demonstrated knowledge of cultural competency and anti-racist practices.