

Maintenance & Custodial Team – Custodian

ABOUT US

The Sid Williams Theatre is located on the unceded traditional territory of the K'ómoks First Nation, care takers of this land since time immemorial, in the region known today as the Comox Valley and downtown Courtenay, BC.

A registered Canadian charity, the Sid Williams Theatre Society (SWTS) provides professional theatre services by operating a 500-seat performance venue and balancing multiple roles: rental services for community groups and touring headline acts; community outreach through bursaries, internships, and other educational opportunities; an arts presenter offering a curated season of diverse programming. We believe our work is essential to a vibrant and healthy community.

OUR VISION

Create an inclusive and accessible space to gather, inspire, and cultivate live performance magic in the Comox Valley.

We are looking for an outstanding candidate who shares our vision to join our team in the role of Custodian.

JOB DESCRIPTION

Custodial is responsible for performing cleaning tasks, minor maintenance, and other miscellaneous duties to make sure the Sid Williams Theatre is maintained to a high standard regarding cleanliness and safety.

Reporting to the Assistant Technical Director, the Custodian is responsible for cleaning and maintaining the venue, ensuring that all patrons, rental clients, artists, volunteers, and members of the public have a clean and safe experience at the Sid Williams Theatre.

RESPONSIBILITIES & DUTIES

- Post-event and routine cleaning to ensure event readiness and a high standard of cleanliness throughout the building – this includes both interior and exterior areas of the theatre. Cleaning tasks include:
 - Tidying and returning furniture and equipment to stored locations
 - Sweeping, vacuuming, mopping, and dusting
 - Emptying trash and recycling receptacles and replacing liners
 - Cleaning and sanitizing washroom fixtures and replenishing supplies
- Additional regular cleaning of infrastructure as found dusty, stained, worn, or visibly dirty (e.g. floor finishing, vents, baseboards, etc).
- Maintenance duties for general upkeep of the building:
 - Small repairs (no permit or trade required, i.e., not electrical)

- Interior/exterior painting
- Complete periodic inspections of systems
- Complete certain preventative maintenance tasks
- Follow all OHSC policies and procedures based on the SWTS Occupational Health and Safety Program.
- Seasonal tasks as per maintenance schedule or OHSC policies.
- Assist and support maintenance contractors.
- Order some cleaning and maintenance supplies.
- Direct custodial and maintenance volunteers when applicable.
- Participate in departmental and staff meetings.
- Participate in the Occupational Health and Safety program.
- Other cleaning and maintenance duties as assigned by supervisor.

QUALIFICATIONS & ATTRIBUTES

- Custodial and building maintenance experience plus experience with safe operation of related equipment and hand tools (reference required)
- Ability to work independently and follow instructions
- Physical stamina to perform manual labour tasks such as lifting heavy objects, standing for long periods of time, and ladder work
- WHMIS certification*
- Emergency First Aid for Industry with AED*
- Clean criminal record check
- Building Service Worker 1 certificate is an asset

**SWTS may provide training or reimburse successful candidate to get these certifications.*

The successful candidate must be prepared to obtain a valid criminal record check.

Employment type: Part Time, permanent

Probationary period: 90 days

Work location: On-site

Hours: average of 20 hours per week with possibility of additional hours for coverage and/or volume of event schedule

Schedule: Hours will be flexible and responsive to schedule of events. The SWTS operates seven (7) days a week.

Compensation: \$20 per hour



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SWTS compensation policy offers annual increases within approved budgets. Professional development available following successful probationary period. Vacation per BC employment standards.

SWTS is a **WorkSafe BC registrant**, a member of [Actsafes Safety Association](#), and a signatory to the [Respectful Workplaces in the Arts](#).

Start date: As soon as possible

TO APPLY

We are committed to creating an inclusive workplace and we encourage applications from members of diverse communities.

Please send your resume, including cover letter and references to:

Email: jobs@sidtheatre.com

Please include "Custodian" in the subject line.

We thank all applicants for their interest, however only those selected for an interview will be contacted.