

**Office Janitor**

**Permanent Part-Time (20 Hours per Week)**

**Wage Grid 3: \$23.04-\$26.92 per Hour**

**Reports to: Manager of Finance**

**Prince George, BC**

**About Us**

At the Prince George & District Elizabeth Fry Society, we respectfully acknowledge that our work takes place on the traditional unceded territories of the Lheidli T'enneh, Skin Tyee, Nee Tahí Buhn, Cheslatta Carrier, Lake Babine, Wet'suwet'en, Ts'il Kaz Koh, and Lhtako Dene First Nations. The Prince George and District Elizabeth Fry Society is an intersectional feminist organization that provides programs and services to individuals who identify as women, children, and their families and who are at risk of, or have experienced, violence, abuse, inequities, marginalization, and/or criminalization. We contribute to a safe community by raising awareness, and promoting self-empowerment and resilience.

Working here you will find a passionate, dedicated team of employees who truly care about the people that walk through our doors. We celebrate diversity and treat each individual with respect, striving towards furthering reconciliation and cultural humility each day. Joining us provides an opportunity to enjoy an environment that fosters employee work-life balance, extended health & dental benefits, a generous Municipal Pension Plan, competitive wages, an employee and family assistance program, and a career where you can make a meaningful difference in the lives of others. For more about us, visit our website: [pgefry.bc.ca](http://pgefry.bc.ca)

**Our Commitment to Diversity, Equity, and Inclusion**

Diversity, equity, and inclusion are essential to the goals of the Prince George and District Elizabeth Fry society, and we are committed to building a representative workforce. We encourage applications reflecting the richness of the diverse community of persons we serve. If you are passionate about this role but don't meet all the qualifications, we encourage you to apply anyway! You may be the right person for this job, or a great fit for another opening.

**About the Position**

We are currently seeking a reliable and detail-oriented individual to join our team as a part-time Janitor at our main office and daycare facility. The Office Janitor will be responsible for performing routine cleaning and minor maintenance of building and grounds as required, and is key to maintaining a clean, welcoming, and healthy environment in the building. The successful candidate must have the ability to work independently and is required to have a good level of fitness as delivery of services may involve walking, standing, kneeling, lifting, etc. This position operates on a part-time basis of 4 hours per day Monday-Friday, with some flexibility outside normal business hours. We are part of the BCGEU and this position requires union membership.

### **Job Qualifications & Requirements**

- A minimum of Grade 10 Education
- At least three (3) months recent related work experience
- An equivalent combination of education, training, and experience may be considered
- Perform general cleaning duties in common areas, bathrooms, kitchen, and other areas as needed
- Practice safe handling of cleaning supplies and chemicals as well as maintaining MSDS records and information
- Ability to multi-task and demonstrate effective time-management skills
- Work both independently and as a team player
- Order and purchase equipment and supplies for cleaning
- Current WHIMIS Certification
- A clear Police Criminal Record Check and Vulnerable Sector Screening

For a full Job Description please contact [admin@pgefry.bc.ca](mailto:admin@pgefry.bc.ca)

### **How to Apply**

Interested candidates may forward their cover letter and resume to:

**Kelsey Berlinger, CPA, Finance Manager**  
1575-5<sup>th</sup> Ave  
Prince George, BC  
V2L 3L9

**Email submissions:** [kelsey@pgefry.bc.ca](mailto:kelsey@pgefry.bc.ca)

**Inquiries:** 250-563-1113

The anticipated start date for this position is: ASAP

**Applications will be accepted until 12pm July 3, 2026.** The society thanks all interested applicants, however only candidates selected for an interview will be contacted.