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SRO Portfolio
131 Dunlevy Avenue
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Job Posting

Position:	Live-in Building Caretaker, The Asia Hotel (Indeterminate, Full Time)		
Type:	Internal/External Posting	Salary:	\$40,000 per year
Hours:	Monday to Friday, 8:00 a.m. – 4:30 p.m.	Closing:	Noon on Friday, April 14 th , 2017

A gratifying opportunity exists for a Live-In Building Caretaker at the Asia Hotel, located at 139 East Pender Street in Chinatown. The Asia is currently being renovated and will be like brand new when it re-opens in May. A two-room unit has been set aside for the caretaker(s).

Qualifications:

Completion of a Resident Managers' Training program or the equivalent combination of education and experience is required. Experience living, working or volunteering in single-room occupancy hotels/rooming houses is a significant asset. Additional skill-based training may have been secured through employment, volunteer work, workshops offered by community organizations and/or engagement in community activities.

Primary Accountabilities:

- Responds to tenant requests, concerns and emergencies, and takes appropriate action
- Maintains the cleanliness and order of all common areas of the building, including the front entrance, inside and out
- Is aware of tenants' health and when concerned, notifies supervisor and appropriate officials
- Restores vacant suites to good, clean condition for new tenants
- Adheres to the Residential Tenancy Act and building policies at all times
- Performs general and emergency maintenance repairs and/or replacement of lock and key systems
- Maintains incident reports & follow-ups
- Maintains inventory of supplies and equipment
- Performs other related duties as required

Skills & Abilities:

- Knowledgeable the Residential Tenancy Act
- Ability to interact well/respectfully with tenants
- Ability to be non-judgmental in trying situations
- Ability to be flexible; often responding to multiple unique situations, concurrently
- Ability to give and receive constructive criticism
- Ability to work under pressure and to manage stress and crises
- Ability to work collaboratively and learn from experience
- General maintenance skills
- Physical ability to carry out heavy cleaning and lift up to 50 pounds
- Fluency in Cantonese and or Mandarin is a significant asset.

Additional Information & Requirements:

- A valid WHMIS certificate is required before commencing work
- A valid First Aid certificate is an asset
- Awarding of all positions is subject to clearing a mandatory criminal records review
- The Live-in Building Caretaker is regularly exposed to and in direct contact with dust, dirt, fumes, cleaning and other chemicals, germs and human waste. Demonstrated training and use of Personal Protective Equipment is required.
- This position requires you to work with and support people who may be marginalized by their experiences of poverty, struggles with substance use and or mental and spiritual wellness and who face multiple and intersecting oppressions and who may, as a result, engage in difficult behaviours

As Atira Property Management is hiring on behalf of the building owners and will be responsible for supporting and supervising this position, being familiar with the Atira Group of Societies and Companies will go a long way in the interview process. We encourage you to go to and read the following websites before an interview: www.atira.ca and www.atira.bc.ca. If you do not have access to a website, we encourage you to seek an information interview with Atira staff prior to your formal interview. Interviewees who are not able to demonstrate reasonable familiarity with the mission and values of both Atiras during their interview, will not be considered for a position.

The successful applicant will be an employee of the owners of the Asia Hotel.

Application Process

Expressions of interest, including an updated resume and a cover letter describing how you meet or exceed the above-noted qualifications, must be received by email at jobs@atira.ca or by fax at 604.689.9218 or to apply in person at the Atira SRO Portfolio & HR Office, 131 Dunlevy Avenue (Dunlevy and Powell). Only short listed applicants will be contacted.