

Position Description – Guide House Liaison/Caretaker

About this opportunity: The BC provincial Guide House is located in North Vancouver, BC. The property is multi-use and accommodates volunteer and member usage and staff office space. This position requires regular in-person visits to Guide House.

BC Council is seeking a Guide House Liaison/Caretaker to help support and maintain the building operations. Reporting to the Chair, Properties Committee, this position will be responsible for the following:

- Ensure that all GGC members can use the building safely and comfortably. Keep apprised of provincial health guidelines and Return to Guiding Protocols and Public Health Orders. Declare vaccination status in Member Zone.
- Arrange to give out, and collect back, fobs and facial recognition for regular bookings when implemented.
- Orient new renters.
- Purchase hand sanitizer, wipes, paper towel and soap, etc. as needed.
- Maintain kitchen supplies as required (e.g. coffee).
- Laundry: towels
- Ensure requested equipment is available.
- Be on the call list for the security company.
- Let contractors in the building if needed.
- Keep rooms and kitchen organized, enforce rules per the Guide House Booklet.