

## *Vacancy Posting*

**Position Title: Custodian (full-time hours on shift work schedule)**

**Position Reports To: David Leo, Finance/Office Manager**

**Location: 115 Grassmere Ave., Oshawa**

### **Job Summary**

The custodian ensures that the facility's mechanical, electrical, plumbing and monitoring systems are always in peak working condition and that the building and grounds are always clean, tidy, secure and safe. A custodian is on call 24 hours a day 7 days a week to address any issues which may need their attention. The custodian will work either a 6:00 AM to 2:00 PM shift or a 1:00 PM to 9:00 PM shift **OR** as determined by their manager.

### **Key Responsibilities**

1. Routine mechanical and electrical maintenance of building per schedule, and in accordance with the agency's policy and procedures.
2. Cleaning of all areas of the facility including grounds per cleaning schedule, and in accordance with the agency's policy and procedures.
3. Damage report and minor repairs to building, furniture and equipment as approved by manager.
4. Set up and takedown of furniture and equipment for program activities.
5. Opening and closing of facility per agency's policy and procedures.
6. Actively provide feedback to manager aimed at increasing efficiency and reducing costs.
7. Coordinate responsibilities with manager and other custodian/(s) to ensure that all custodial items are completed as scheduled.
8. Grounds keeping.
9. Snow removal from entrances, exits, patios, walkways and pavement.
10. Any other duties as assigned from time to time.

### **Key Qualifications**

1. Experienced with Tennant T5 Echo ionizing floor cleaning and disinfecting system.
2. Experienced with Tennant T1 floor cleaning and disinfecting system.
3. Experienced with Minuteman FR 20115-2S floor polishing machine.
4. Experienced with the application and maintenance of Swish Dura Lock high traction floor wax.
5. Experienced with microfiber cleaning systems.
6. Familiar with infectious disease prevention and control and PIDAC.
7. Familiar with the use of email and Microsoft outlook.

### **Qualifications.**

1. Must have experience in all areas of facility custodial/maintenance/janitorial/cleaning.
2. Grade 12 education at minimum, or equivalent required.
3. Computer literacy required.
4. Effective communication and team player skills.
5. Must have customer service skills.

**Key Attributes Required**

- Efficient
- Effective Interpersonal Skills / Team Player
- Strong Time Management & Organizational skills
- Adaptable – to the needs of others; to changing priorities
- Service Orientation
- Communication Skills

**Salary & Hours of Work:**

- Shift work as outlined above
- Annual salary range: \$30,640.52 - \$35, 681.16

**Deadline for Submission:**

**November 28, 2011** (Please submit applications to Maria Nebres, Human Resources – email [mnebres@ochc.ca](mailto:mnebres@ochc.ca)).

**Note:** Employee Referrals are welcome. Please also note that due to the specialized skills requirements and time-sensitivity for this role, an external search is concurrent with internal posting.