

INTERNAL - EXTERNAL POSTING

DATE OF POSTING: **January 4, 2022**

APPLICATION DEADLINE: JANUARY 31, 2022

REPORTS TO: Director of Facilities and Maintenance DEPARTMENT: Facility And Maintenance Services

RELIEF CUSTODIANS

Purpose

Sojourn House is an essential service agency and all staff must be fully vaccinated as per Agency policy. We are looking for **Relief Custodians** to provide shift coverage on an as needed basis and to ensure the efficient and qualitative internal and external cleanliness of the Sojourn House shelters. The shelters provide emergency shelter to refugees in a work environment where all stakeholders observe an integrated anti-oppression, anti-racist, access and equity framework.

Responsibilities and Duties

1. Moving of furniture as may be required for cleaning, repairs or replacement purposes.
2. Steaming rooms for pest control as per prevention protocols and schedule.
3. Emptying garbage bins daily as per schedule.
4. Seasonal outside duties (snow clearing, grass cutting)
5. Cleaning of office/amenity spaces, including appliances, when so directed by the Manager of Facility and Maintenance Services or the Director of Facility and Maintenance Services.
6. Operating and maintaining in a safe working order all equipment used in the performance of the duties of the position.
7. Demonstrated knowledge Health and Safety Legislation (WHMIS, Occupational Health and Safety Act) applicable to the janitorial duties being performed, as it relates to cleaning materials or other chemicals. Ensures to follow safe practices at all times and uses applicable safety equipment as required and directed.
8. Ensuring that quality standards for cleaning and sanitizing are maintained.

Experience/ Education

- Minimum 3 years' experience in a commercial cleaning environment preferred.
- Community college and/or training in Custodial/Janitorial Services from a recognized institution is an asset.

Knowledge and Competencies

- Current valid WHMIS Certificate required.
- Experience with the use of commercial cleaning equipment required.
- Must have the **physical ability to lift up to 50 lbs.** in the frequent carrying/lifting/moving equipment or furniture.
- Good communication skills in English.

Working Conditions

- May occasionally be required to cover at other locations when operations require
- The position will use commercial cleaning products and equipment for their work.

Other

Rate: \$16.56/hour (2022 rate)
Hours: One replacement shift: 7.5hours
Start Date: As soon as possible

Please submit letter of interest and resume by email to: hr@sojournhouse.org indicating **CUSTODIAN** in the subject line.

Sojourn House thanks all applicants but will contact only qualified candidates selected for interviews

Previous Applicants Need Not Apply

Sojourn House is committed to employment equity and encourages applicants from all equity seeking group. In accordance with AODA, you can request for accommodation throughout the hiring process.