



# Employment Opportunity

**Mission Statement:** St. Paul's L'Amoreaux Centre supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

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**Position: Janitorial Team Lead**

**Hours of Work: Full-time**

**Reports to: Director of Facilities and Property**

**Respond to:** Human Resources Coordinator, Email: [hrd@splc.ca](mailto:hrd@splc.ca) / Fax: (416)-493-3391

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## **Position Summary**

Responsible for supervising the Janitorial Team and cleaning duties of St Paul's L'Amoreaux Centre, The Terrace, residential units, St. Paul's Church and the related grounds, green space, pedestrian and traffic areas, and for room preparation, set-up and take-down for programs and services.

## **Responsibilities:**

### **1. Supervises and administers Janitorial team**

- Supervises, monitors and evaluates all Janitorial services, job quality and work performance of department staff in promoting client safety
- Conducts orientation and job training for new employees and for current employees as needed
- Conducts performance management regularly with employees through random checks, feedback and coaching and conducts probationary and annual performance evaluations
- Prepares payroll, working, and vacation schedules for team members
- Manage janitorial inventory, ordering and stock taking
- Participate in team meetings

### **2. Cleans and performs general upkeep St Paul's premises**

- Cleans offices, meeting rooms, public areas, washrooms, kitchen, dining room and program space in St Paul's L'Amoreaux Centre, The Terrace, and St Paul's Church (tasks include, but are not limited to: dusting, flooring cleaning and upkeep, window cleaning, stain removal, polishing)
- Performs routine upkeep and general cleaning of exterior premises and the related grounds, green space, pedestrian and traffic areas (tasks include, but are not limited to: sweeping, shoveling, salting, washing)
- Completes non-routine cleaning and special projects according to assigned Job Orders
- Manages recycling and landscaping with contractors
- Responds to emergency cleaning and upkeep requests as needed



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### 3. Provides cleaning and general maintenance of residential units

- Provides special cleaning services in residential units and cleaning of appliances according to client requests assigned through the Job Order system
- Cleans vacated units in preparation for new occupants

#### **Education:**

- High School graduate with OSSD or equivalent

#### **Experience and Skills:**

- Two (2) years experience with janitorial work and customer services
- Supervisory and administrative experience
- Experience using various vacuuming machines, equipment, detergents and cleaning products (e.g. scrubbers)
- Knowledgeable with Ontario Health & Safety Act and Accessibility for Ontarian Disability Act
- Proficient in Microsoft Office, specifically in Word and Excel
- Professional manner and strong interpersonal skills
- Ability to lead and provide a safe and customer-focus janitorial services environment
- Ability to create and assign job orders and log reports and write actions or tasks in English
- Detailed cleaning for floors upholstery
- Ability to perform physical work, cleaning, lifting and moving furniture and objects
- Fluency in a second language an asset

#### **Other:**

- Background Check required
- Occasional weekend and evening shift required

St Paul's L'Amoreaux Centre is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.

Mail: Human Resources Department  
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Scarborough, ON  
M1W 2R9

Fax: 416-493-3391  
Email: [hrd@splc.ca](mailto:hrd@splc.ca)

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.