



Employment Opportunity

Mission Statement: Senior Persons Living Connected (SPLC) supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

Position: Janitorial and Custodial Worker

Hours of Work: Full time

Reports to: Janitor Team Leader

Date Posted: December 22, 2017

Deadline: January 3, 2018

Respond to: Human Resources Department, Email: hrd@splc.ca / Fax: (416)-493-3391

Position Summary

Responsible for 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. 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
- Replaces depleted supplies in washrooms, kitchen, dining room, public area, office areas or other areas as directed
- Performs routine upkeep and general cleaning of exterior premises and the related grounds, green space, pedestrian and traffic areas
- Completes non-routine cleaning and special projects according to assigned Job Orders
- Removes garbage and recyclables daily and prepares bins for municipal pick-up weekly
- Responds to emergency cleaning and upkeep requests as needed

2. Ensures rooms and grounds are equipped and maintained for use

- Prepares space for programs, services, meetings and activities with furniture set-up according to job order or type of activity
- Conducts take-down after programs, services, meetings and activities and related cleaning and maintenance of the space



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- Adjusts lighting, temperature, ventilation, etc as necessary
- Stores all furniture and supplies safely and in the appropriate locations after use
- Cleans and maintains all furniture and supplies in good condition after use and reports any damage

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 Work Order system
- Cleans vacated units in preparation for new occupants

Education:

- High School graduate or equivalent

Experience & Skills:

- Experience using various cleaning machines or equipment such as vacuuming, swing machine, scrubber machine and carpet cleaning machines
- Experience using detergents and other cleaning products
- Strong knowledge or experience of striping and waxing floor and cleaning standards
- Professional manner and strong interpersonal skills
- Ability to communicate effectively and read job orders and log reports and write actions and tasks completed in English
- Ability to perform physical work, cleaning, lifting, pulling and moving furniture and objects

Other

- Background Check required

Senior Persons Living Connected (SPLC) 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.

*Please submit your application quoting the position you are applying to by **Wednesday, January 3rd, 2018** by mail, fax or email:*

Mail: Human Resources Department
3333 Finch Avenue East
Scarborough, ON
M1W 2R9

Fax: 416-493-3391

Email: hrd@splc.ca



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