



Job Posting

Richview Baptist Foundation

Richview Residence for Seniors

Title: Custodian(Cleaner)
Department: Maintenance
Location: 105 Clement Road & 1540 Kipling Avenue, Toronto, Ontario
Supervisor: Executive Director

Richview Baptist Foundation Mission Statement

The Richview Baptist Foundation, a ministry of the Richview Baptist Church, is a caring and professional team who live out Christian values in the provision of high-quality, affordable housing and related services that enrich and vitalize the lives of seniors, their families and our community as a whole.

Work Site

The Clement Building, a seven story, 195 Suite Apartment building for seniors and the Kipling Building, a nine story 128 Suite Apartment building for seniors. The buildings are connected via an indoor link.

Job Summary

The custodian is responsible for cleaning throughout the Richview Residence facilities (inside and outside). They are skilled in cleaning techniques, with a keen eye for detail and a thorough approach to a wide variety of tasks. The position also requires "opening up" of the common areas on regular weekdays (morning) and some lock up responsibilities. The Custodian is sometimes called upon to assist with emergency response, minor repairs and set ups/set downs.

Hours of Work

The regular total number of hours worked shall be forty (40) hours per week.

Working Hours: 8 hours/day with two paid 15-minute break periods and one hour for lunch/dinner that is unpaid.

Regular Hours: Monday to Friday, 8:00 a.m. – 12:00 p.m. & 1:00 p.m. – 5:00 p.m.

Coverage during vacation or periods of illness of on-site staff(approximately 3-4 weeks/year):

Hours would be Monday to Friday, 1:00 p.m. to 5:00 p.m. & 6:00 p.m. to 10:00 p.m.

Benefits: Competitive Salary, Employee group benefits and matching RRSP program.

Job Duties - The key responsibilities of the Superintendent include but are not limited to:

- *Vacuuming and cleaning of all common areas including corridors, lobbies, lounges, stairwells, landings, and program rooms and elevators*
- *Dusting and cleaning of common element surfaces including pictures, tables, sills and light fixtures*
- *Mopping of tile floors, stairwells and landings*
- *Cleaning and restocking of common area washrooms*
- *Daily disinfecting*
- *Cleaning of suites during transitions*
- *Set Up/Take Down of chairs and equipment for entertainment and programs*
- *Cleaning of garbage and recycling rooms*
- *Provide access to pest control services*
- *Collection of garbage and recycling from common areas*
- *Snow clearing & salting*
- *Watering of seasonal gardens*
- *Emergency Coverage: Respond to building emergencies during shift*

The Custodian works most of the time in clean, well ventilated areas. They are required to work with cleaning chemicals or tools/machines that necessitate the use of protective gloves, eye shields or dust masks. The Custodian is provided with, and required to wear, a maintenance uniform during regular business hours and to ensure safety footwear is worn at all times while on duty.

Critical Qualifications & Competencies:

- A commitment to the Foundations core values /mission statement
- High school education or higher
- Minimum 3-5 years custodial experience
- Ability to work outdoors in all seasons, lift up to 25 kg, and work at heights on ladders
- Strong awareness and commitment to safety
- Strong planning and organization skills
- Effective and creative problem-solving skills
- Ability to work independently and as a member of a team
- Good written and verbal communication skills in English
- Basic computer skills

Preferred Qualifications & Competencies:

- Experience in working with an older population
- Familiarity with relevant legislation including the Occupational Health and Safety Act, the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), Residential Tenancies Act (RTA), Personal Health Information, Protection Act (PHIPA), and Ontario Fire and Building Codes

Only chosen candidates for an interview will be contacted. Candidates must be authorized to work in Canada and the job offer is subject **to a clear Police Check for a vulnerable persons**. Applications must be received by Friday, July 30th and should be addressed to: Executive Director (jkuchma@richviewresidence.org). Start date for the position is anticipated to be September 1, 2021. Please inform us should you require accommodation for the application process.

Richview Baptist Foundation is an equal opportunity employer.