



## Richview Baptist Foundation Summer Employment Job Description

**Title:** Maintenance Assistant  
**Location:** Richview Residence  
**Supervisor:** Executive Director

### Job Summary

The Maintenance Assistant will work under the direction of the Executive Director to complete general custodial duties.

### General Job Duties

- Watering of flower gardens
- Mopping/cleaning of stairwells
- Cleaning of surfaces(doors, handles, railings, light fixtures)
- Putting out and taking in bins for recycling collection
- Special projects
- Filing of forms related to work

### Job Skill/Experience

The candidate will be a self-starter who is able to work on their own. It will be important to be personable as you would encounter our senior tenants while on the job.

Training and experience either with cleaning and/or working with seniors would be an asset.

### Job Requirement

The candidate must be fully vaccinated for Covid-19.

### Work Location

Richview Residence is located at 1540 Kipling Avenue and 105 Clement Road. Buildings are linked and are located just two blocks north of Eglinton Ave.

### Dates/Hours of Employment period

June 20, 2022 – August 26, 2022

Monday to Friday, 9:00 a.m. to 5:00 p.m. with an hour off for lunch(unpaid)

### Hourly Salary

\$16.00 per hour

**If interested, please email your resume to [jkuchma@richviewresidence.org](mailto:jkuchma@richviewresidence.org).** In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Richview Baptist Foundation is committed to providing accessible employment practices. If you require an accommodation for a disability during any stage of the recruitment process, please notify Jane Kuchma at (416)247-5316, ext. 28.