



## JOB DESCRIPTION

**Position Title:** Janitor (Housing)  
**Department:** First United Church Social Housing Society  
**Reports to:** Property Manager  
**Date:** October 2020

### Our Vision

A neighbourhood where every person's worth is celebrated, and all people thrive.

### Our Mission

We seek a just society by nurturing each person's spirit through ministry, housing, advocacy, and community services.

### Our Core Values

**Acceptance** – we practice a presence of acceptance – caring for people no matter who they are, no matter where they are on life's journey, no matter their race, gender identity/expression, or who they love. We meet people where they are and offer help when asked.

**Discernment** – we develop and grow our skill at using critical thinking and judgement in our interactions with the community we serve. We know that behaviour is in itself communication, and sometimes rules cannot be one-size-fits-all. And that the world does need rules. We use the same skills to plan how the organization should respond to the neighbourhood we serve.

**Empathy** – we practice empathy – truly seeing and hearing the experience of those around us. Empathy communicates to those we serve: "You are not alone."

**Accountability** – we show up and we go the extra mile. We deal with our own issues and we take ownership and responsibility for our work and its impact.

**Social Justice** – we aspire to a sustainable and equitable society.

Each job at First United Church Community Ministry Society should in some way promote our vision and mission and all employees are expected to share our values at work.

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**POSITION OBJECTIVE**

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This position's objective is to keep all First United Church areas clean and tidy including the offices, washrooms of the Housing Society, outside stairs, driveway and sidewalk.

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**DUTIES AND RESPONSIBILITIES**

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- Clean building floors by sweeping, mopping, scrubbing, or vacuuming
- Gather and empty trash
- Service, clean and supply restrooms
- Service, clean and supply kitchen
- Office cleaning
- Laundry room clean and supply, notify when repair is needed
- Clean windows inside and outside (where accessible), glass, and mirrors using soapy water or other cleaners, sponges and squeegees
- Dust furniture, walls, ceilings and equipment
- Fix toilets that are running or plugged
- Clean ventilation system intake and output grills
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications and WHMIS requirements
- Follow procedures for the use of chemical cleaners and power equipment in order to prevent damage to floors and fixtures
- Strip, seal, finish, and polish floors
- Clean and restore building interiors damaged by vandalism including painting as required
- Monitor building security and safety by locking doors, garbage bins, etc as required and alerting Shelter staff when assistance is needed
- Move heavy furniture, equipment and supplies either manually or by using vehicles
- Notify management concerning the need for major repairs or additions to building operating systems

- Remove snow from sidewalks, driveways and outside the loading dock using snow shovels and spread snow melting chemicals
- Complete requisitions for supplies and equipment needed for cleaning and maintenance duties and submit to the Property Manager
- Perform preventative maintenance inside and outside the building upon request of the Property Manager
- Set up, arrange and remove decorations, tables, chairs, ladders and scaffolding to prepare rooms for events such as meeting, dinners, etc.
- Maintain overall building appearance including watering plants, changing light bulbs, ensuring signage is free from graffiti, etc.
- Ensure laundry is completed daily
- Disinfect high touch surfaces several times a day
- Other duties, as required

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#### **SCOPE OF RESPONSIBILITY**

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#### **LATITUDE**

The incumbent works fairly independently. If clarification is required, it is expected that the incumbent will request further direction from the Property Manager.

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#### **INTERNAL/EXTERNAL RELATIONSHIPS**

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- Regular communication is maintained with all levels of staff and management.
- Communication is also maintained with management and co-workers as work is assigned and completed, and information exchanged on an ongoing basis.

#### **EDUCATION**

- Grade 12
- Janitorial training an asset, WHIMIS

**QUALIFICATIONS**

- Ability to maintain a calm, welcoming, empathetic and professional demeanor with vulnerable and/or marginalized individuals
- Ability to avoid engaging in incidents with staff, Community Members and volunteers
- Good physical condition with ability to lift up to 25 kilograms
- Ability to read and understand chemical labels
- Reliable
- A driver's license that is valid for the past ten (10) years is a plus
- Good command of written and verbal English

**WORK EXPERIENCE**

Experience in a non-profit related environment, e.g. shelter, group home, recovery house, low-income housing.