



Halton Children's Aid Society JOB POSTING # 15-20

Custodian

POSITION TYPE:	One (1) Temporary, Part Time Position (Up to 20 hours a week) For a period of up to 12 months
EMPLOYEE GROUP:	CUPE Local 2501 Band 1
DEPARTMENT:	Finance
REPORTS TO:	Supervisor of Property & Maintenance
POSTING DATE:	September 25, 2020
POSTING DEADLINE:	Applications should be directed to hr@haltoncas.ca by October 2, 2020 at 4:30 p.m.

The Custodian is responsible for daytime cleaning of Society facilities to ensure the health and safety of visitors, staff and volunteers.

Main duties and responsibilities include, but are not limited to:

- Cleans all facility areas as per prescribed schedule including: washrooms, hallways, offices, lunchrooms and kitchenettes, access rooms, access toys and exterior areas
- Vacuum all carpeted areas on a regular basis
- Conducts a thorough clean of the facility on an as needed basis as identified by staff and supervisor
- Adheres to daily routines and priorities
- Assists with identifying unusual or unpredictable occurrences such as office moves and facility damage, and develops a cleaning plan in consultation with the supervisor
- Works in compliance with the provisions of applicable Health and Safety legislation and all Halton Children's Aid Society policies and procedures related to Occupational Health and Safety
- Attends supervision as required by Agency policy and reports to the supervisor regarding the discharge of their duties and, where circumstances require, the worker consults with the supervisor on an emergency basis
- Attends training as directed by supervisor and demonstrates the transfer of new learning into practice
- Completes required documentation according to Agency policies and procedures
- Work is predominately performed during the mid-point of the day from Monday to Friday; works flexible hours where required

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- Performs other duties as assigned which are directly related to the major responsibilities of the position.

Knowledge, Education, Experience, Skills and Attributes

Qualifications

- Secondary School Diploma
- Previous maintenance experience
- WHMIS training is considered an asset

General Skills and Attributes

- Superior and effective communication and time management skills.
- Ability to work cooperatively with other agencies, professionals and colleagues.
- Ability to prioritize workload within competing demands and deadlines.
- Valid Ontario Driver's License and a vehicle available for work purposes.
- Actively upholds the principles identified in the Society's Code of Conduct.
- Passion and commitment to an inclusive workplace; respecting and valuing the diversity of every individual.
- Ability to work independently
- Good problem solving skills
- A positive outlook

The Halton Children's Aid Society is an equal opportunity employer.

The Halton Children's Aid Society is committed to fostering an inclusive, accessible environment where all employees and members of the public are respected. We are dedicated to building a workforce that reflects the diversity of the communities we serve.

We thank all applicants for their interest in the Halton Children's Aid Society, we will only contact those selected for an interview. All interviewed candidates will be asked to provide a minimum of two supervisory references.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-333-4441 ext. 0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.