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JOB DESCRIPTION

Job Title: Janitor
Date: December 23, 2020
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Job Location: all CRNITS locations
Supervisor: Executive Director with onsite supervision by facility manager
Status: Union
Classification: Janitor – grid 3

Job Profile

Job Summary:

The Janitor performs cleaning and maintenance duties such as cleaning floors and carpets; disposing of refuse; cleaning windows; dusting and polishing furniture and fixtures; maintaining cleanliness of the grounds.

Job Duties:

1. Cleaning;
 - Maintains floors - this may include; vacuuming, washing, stripping, waxing, mopping and shampooing
 - Collect and dispose of refuse in shared use areas
 - Provides daily cleaning of bathrooms
 - Performs building cleaning as needed
 - Cleans windows

2. Outdoor areas
 - Maintains and cleans parking lot and sidewalks
 - Maintains planted areas including: watering, weeding, plant maintenance, leaf removal
 - Maintains outdoor sitting areas and children's play area
 - Keeps outdoor areas clean of debris and hazards

3. Provides assistance to maintenance worker
 - Assists the maintenance worker as directed

4. Other
 - Arranges furniture for special events
 - Performs unit inspections
 - Maintains various logs as required
 - Maintains janitorial supplies
 - Abide by CRNITS code of ethics and philosophy
 - Abide by CRNITS Policy and Procedures
 - Maintain confidentiality according to Policy and Procedures

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- Monitor and be aware of areas requiring improvement and make recommendations which support needed changes
- Complete work in a timely manner
- Other related duties

Working Conditions

The work will be performed at Rose Harbour, Ann Elmore House, Transitions Thrift Store and the Women's Centre. Confidentiality of clients will be maintained at all sites. There will be regular exposure to dust, dirt, paint and other fumes, grease, cleaning and other chemicals to perform maintenance duties.

Human Profile

Technical Skills

Education

- Grade 10 completion

Experience

- 1 year working as a janitor

Qualifications/Training

- Ability to organize work and carry out maintenance duties with independence
- Ability to work cooperatively and effectively under general supervision
- Ability to work effectively with program staff and residents
- Ability to operate cleaning equipment

Requirements

- Criminal Record check
- Valid driver's license and vehicle for use at work

Performance Skills

Physical Demands

- This position requires the physical ability necessary to access equipment, climb a ladder, and move furniture.

Mental Demands

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- Ability to relate well to all persons regardless of ethnic, religious, or socioeconomic status, sexual orientation, age, physical or mental ability
- Able to manage fluctuating workload
- Able to make sound judgments
- Able to work independently
- Adaptable
- Has initiative
- Respectful in all communication with clients, staff and other agencies