



JOB DESCRIPTION

TITLE:	Janitor
WORKSITES:	Residential Services – Hughes House Administration/Outreach – Westminster Avenue Residential Services – Westminster Avenue SAFEXST Office/Drop-in Space - Cannery
REPORTS TO:	Human Resources/Accounting Manager
JOB SUMMARY:	Performs routine cleaning and minor maintenance of buildings and grounds.

KEY DUTIES AND RESPONSIBILITIES:

1. Cleans, washes and disinfects building areas such as walls, windows, ceilings, floor, carpets, air vents, furniture, mattresses, blinds and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing, buffing, using various manual and power cleaning equipment.
2. Collects and disposes of refuse and maintains clean refuse areas; performs spot clean-ups as required.
3. Maintains and cleans parking lots and sidewalks using hand and powered brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse; performs minor gardening tasks such as weeding, watering.
4. Performs minor maintenance on buildings, grounds, furniture, electrical fixtures and plumbing; such as unplugging sinks and toilets, replacing light bulbs.
5. Orders and maintains janitorial supplies.
6. Performs related duties as required.

QUALIFICATIONS:

Education and Knowledge: Grade 10

Training and Experience: One month recent related experience

Or an equivalent combination of education, training and experience

Behavioural Competencies:

1. Is respectful, non-judgmental and inclusive at all times.
2. Follows through on commitments and obligations.
3. Communicates effectively.
4. Fosters open communications
5. Plans and organizes time effectively and efficiently.
6. Represents SOWINS in a positive and professional manner.
7. Models the Society's Code of Conduct.

Grid Level: 3

JJEP Date: pending

Date Created: December 2017