LIFE AFTER FIFTY
635 McEwan Avenue
Windsor, ON, N9B 2E9

Position: Custodian

Status: Regular Part-time

Reports to: Executive Director

Position Summary

The Custodian is responsible for ensuring the cleanliness and maintenance of the facility, inside and outside, including completing minor repairs and the identification of major repairs that could require a contractor.

Key Responsibilities:

a)   Regular cleaning/maintenance activities according to a pre-approved daily, weekly, monthly, quarterly schedule

b)   Ensure good repairs of facility on pre-approved weekly, monthly, quarterly and yearly maintenance schedule.

c)   Assist Programming staff with setup of rooms for special events, and supporting staff and volunteers on duty during working hours.

d)   Strip, clean, refinish and polish floors as determined by Director.

e)   Collect garbage and recycling on from all public areas and offices, and take to bin.

f)   Implement and maintain a recycling program for kitchen and office waste.

g)   Leave cleaning equipment and supplies in clean and organized manner, no standing water in janitorial buckets or sinks, or decomposable materials left in garbage containers.

h)   General outside maintenance, including snow removal and salting of walkways, grass cutting, raking leaves, removing refuse from yard, etc.

JOB DESCRIPTION – CUSTODIAN - EVENINGS

i)   Light repair work as needed (change light fixtures, hang pictures, basic plumbing, wall repairs, etc).

j)   Notify staff regarding supplies, maintenance issues requiring outside contractors, etc. and organize delivery of supplies.

k)   Assist in maintenance of all storage areas.

l)   Adhere to agency health and safety policies and procedures and WHMIS requirements.

Qualifications
- Ability to lift, reach, bend, push and pull as required by the position
- Ability to climb ladders and stand for long periods of time
- Demonstrated experience with building maintenance
- Ability to work independently
- Good interpersonal skills
- Police clearance is required