

CITY OF HAMILTON

CITY MANAGER'S OFFICE

(STRATEGIC PARTNERSHIPS & REVENUE GENERATION - HAMILTON FARMERS' MARKET - LOCATION - HAMILTON FARMERS' MARKET, 35 YORK BOULEVARD)

MARKET CARETAKER - CUPE 5167

SUMMARY OF DUTIES

Reports to the Market Manager. Cleans and maintains washrooms, offices and Market areas including loading dock area, garbage room and Community Kitchen. Assists with Loading Dock activities as needed. Performs minor plumbing and handyman duties as required.

GENERAL DUTIES

Sweeps, washes and scrubs floors, aisleways, stairwells and ramp.

Cleans and disinfects washroom's toilets, urinals, sinks, counters, mirrors, floors, stalls and dispensers.

Replenishes paper towels, toilet tissue and hand soap.

Collects and disposes of garbage.

Operates and maintains equipment such as floor scrubbing machine, waist hugging vacuum.

Cleans and maintains walls, glass windows, glass doors, stainless steel panels, handrails and elevators.

Sweeps and washes garbage room and loading dock areas.

Dusts, vacuums and washes office floors.

Oversees unloading and loading at dock areas during peak periods: clears areas of safety hazards.

Lifts heavy metal floor grates and cleans underneath. Cleans metal tracks for sliding glass doors and globe lights on posts.

Performs minor handyman tasks such as but not limited to: drilling and mounting of signs, shelves and equipment; drywall repairs, painting, minor plumbing ie. dripping taps, leaky valves, changing light bulbs, general maintenance.

Performs monthly safety checks including review of fire safety equipment and identifying risks and hazards.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job

QUALIFICATIONS

1. Previous cleaning and handyman experience related to duties listed above normally acquired through a combination of education and experience.
2. Previous experience and demonstrated ability to operate equipment e.g. scrubbing machines, hip hugging vacuum, hand and power tools etc., in a safe and predictable manner.

3. Demonstrated knowledge of cleaning products, methods, materials and equipment.
4. Demonstrated ability to lift up to 50lbs garbage bags. Ability to stand on a ladder to perform work.
5. Ability to work cooperatively with other cleaning team members or independently. Demonstrated ability to prioritize activities in order to complete tasks.
6. Excellent communication skills and demonstrated ability to provide excellent customer service.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
