

CITY OF HAMILTON

CITYHOUSING HAMILTON (OPERATIONS SECTION - LOCATION – TBD)

CARETAKER – CHH - CUPE 5167

SUMMARY OF DUTIES

Reports to the Supervisor, Operations. Provides general cleaning of CityHousing buildings and assists with pest control preparation on a five days per week schedule which includes Saturdays and Sundays.

GENERAL DUTIES

Keyholder duties.

Vacuums carpets, runners and steams upholstered furniture, and structure as identified. Spot cleans when necessary.

Cleans equipment and reports malfunctions.

Shovels and salts main entrances.

Performs litter and garbage clean-up around property.

Power washes garbage rooms. Performs light graffiti removal.

Mops/sweeps and damp mops floors. Sprays waxes and buffs floors with buffing machine.

Dusts and/or wipes clean desks, tables, counter tops, cabinets, window ledges, chairs, telephones, screen dividers and computer equipment. Dusts all high areas (pictures, plaques, vents and louvers, blinds etc.).

Empties waste paper baskets, disposes of garbage. Installs new liner when required.

Rolls out garbage compactors/recycling bins to the curb for pick up.

Schedules and takes out bulk garbage for pick up.

Cleans washrooms, toilets, urinals, sinks, counters, mirrors, paper towel dispensers etc.

Replaces paper towels, toilet tissue and soap in dispensers as required and brings supplies to work areas.

Removes fingerprints from walls and doors. Cleans and polishes elevator doors. Stairwells and drinking fountains.

Cleans sinks and counters in kitchens (including appliances) and meeting rooms.

Cleans glass doors and partitions.

Locks office doors. Keeps janitor room and equipment clean and tidy.

Walks the property daily and reports any building deficiencies (lights out, leaking taps etc.).

Reviews and understand M.S.D. S (Material Safety Data Sheets)

Ensures common area or unit is prepared for pest extermination treatment. Moves furniture away from walls or wraps items up.

May interact with tenants who may have-complex health and social issues, refers tenants to other staff as appropriate.

Works 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.

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

QUALIFICATIONS

1. Previous cleaning experience related to duties listed above normally acquired by a combination of education and relevant work experience.
2. Working knowledge of cleaning methods, materials and equipment.
3. Ability to read and clearly understand written and verbal instructions for the safe operation of simple equipment such as buffing machine and a vacuum and handling of cleaning chemicals.
4. Must be physically capable to carry out caretaking duties. Demonstrated ability to work independently with minimal supervision.
5. Good written and verbal communication skills to deal with tenants, contractors, emergency personal and Housing staff.
6. Demonstrated knowledge of relevant legislation such as Occupational Health & Safety Act and Regulations including W.H.M.I.S legislation.
7. Basic mathematical knowledge, to safely mix cleaning agents/chemicals.
8. Understanding of M.S.D.S. (Workplace Hazardous Materials Information System).

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