

CITY OF HAMILTON

COMMUNITY SERVICES DEPARTMENT **(SOCIAL DEVELOPMENT & EARLY CHILDHOOD SERVICES – PARENTING SERVICES - LOCATION - RED HILL FAMILY CENTRE)**

CARETAKER - CUPE 5167

The Community Services Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction. Social Development and Early Childhood Services leads, plans and manages city wide early years and child care systems and provides comprehensive evidence based support services to children, families and the community. The division provides leadership, expertise and support for broad based departmental program development, program evaluation and social policy initiatives.

SUMMARY OF DUTIES

Reporting to the Supervisor, cleans the building in compliance with the Day Nurseries Act.

GENERAL DUTIES

Washes, disinfects and polishes sinks, toilets, mirrors, towel dispensers, drinking fountains, windows and other fixtures.

Sweeps, dust mops, vacuums, wet mops and machine washes floors, carpets and stairs.

Strips old wax, applies sealer and wax, spray buffs floors using floor polisher.

Empties, washes and disinfects waste containers, deposits waste in an outdoor dumpster, and puts garbage out curb side weekly for pickup.

Checks and secures all windows and doors prior to closure, daily.

Cleans walls, ceilings, vents, doors, radiators and cupboards.

Replaces light bulbs, dusts and washes light covers.

Cleans and stores cleaning equipment in a locked area and reports equipment breakdowns.

Stores hazardous materials in a locked area.

Lifts, carries and moves supplies and furniture.

Checks and reports on cleaning supply levels.

Checks emergency lights and reports malfunctions.

Sweeps and shovels snow, ice and slush from outside entrance and salt the area.

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 experience related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Must have the ability to read and understand written and verbal instructions for the operation of simple equipment.
3. Knowledge of cleaning methods, materials and equipment.
4. Working knowledge of the Ontario Occupational Health & Safety Act together with working knowledge of WHMIS data sheets relating to cleaning products.
5. Demonstrated ability to operate cleaning equipment such as floor polishers.
6. Must be able to meet the physical demands of the position such as lifting and working between 2 floors.
7. Demonstrated ability to absorb a suitable course of in-service training.