

JOB POSTING

POSITION: Janitor/ Maintenance Staff

POSITION SUMMARY: Janitor is responsible for keeping building in a clean and orderly condition. Perform every day cleaning tasks as well as heavy cleaning duties, such as cleaning floors, wiping down walls, windows, and garbage disposal. Performs routine maintenance activities, notifies management of need for repairs and cleaning snow or debris from sidewalk.

LOCATION: Windsor ON and Leamington ON

SCHEDULE: Part-time and Full-time

RESPONSIBILITIES:

- Communicate in a professional manner with all staff, community partners and clients
- Contribute to a supportive, collaborative and productive work environment at NCCE Inc.
- Strictly adhere to the confidentiality and proprietary information policy

General Cleaning

- Clean tables, desks, shelves and chairs in classrooms and offices
- Sweep and mop floors, emptying out garbage and shredders, recycling where appropriate
- Clean and vacuum carpets in lobbies and various departments
- Clean washrooms, including toilet bowls and base, toilet seat covers, countertops, mirrors, stock hand soap, toilet paper, brown paper towels, air fresheners, sweep and mop washrooms
- Dispose off garbage, recycling materials and waste management
- Clean up any spills, report to the Operation's Assistant any malfunctions of maintenance equipment or any noted or potential safety hazards
- Adhere to health and safety protocols at all times

Fixing

- Minor repairs to the building, for example: fixing of door closures, plumbing, sinks and drains, pipes and clogs
- Change and fix light bulbs and ballasts, check ceiling tiles for leaks and replace as needed, broken office equipment.
- Put up cork boards, white boards, smart boards, frames, signs.
- Assemble furniture and items where assembly is required.

Moving

- Move office furniture using appropriate moving equipment in a safe manner
- Maintain storage facilities in good order and reorganize as necessary

Painting

- Perform minor paint jobs and touch ups where minor wall repairs as and when needed.

Snow Removal

- Assist with removal of snow from main entrances, sidewalks and commonly used areas outdoors at our various sites and branches (during winter months)

Disinfecting and Sanitizing

- Disinfect and sanitize commonly used areas by staff students and clients
- Maintain a clean and safe environment in workspaces

QUALIFICATIONS:

- High school diploma or equivalent
- At least six months of related experience
- Good communication skills
- Ability to follow instructions
- Ability to prioritize tasks, attention to detail

PHYSICAL DEMANDS OF THE POSITION:

- Routine walking, standing, bending and carrying items weighing no more than 50 lb
- If lifting more than 50 lbs. use equipment and team lift
- Pushing, moving equipment and supplies
- Detecting unsafe situations by sight or sound

DESIRED PERSONAL ATTRIBUTES:

- Maintain strict confidentiality in performing duties with integrity, loyalty and respect
- Patient, flexible, positive, consistent, dependable and cooperative
- Ability to work independently and in a diverse environment
- Exhibits a professional demeanor and appearance
- Effective communication and organizational skills
- Time management skills
- Sound work ethics

POSITION CONTENT:

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary to meet the needs of the department, or NCCE Inc.