

## **ELIGIBILITY TO APPLY**

Anyone eligible is invited to apply for this position.

## **ROLE VACANCY**

This post is not for an existing vacancy. Applications will be reviewed on a rolling basis.

## **PRIMARY FUNCTION**

Reporting to the Manager, Operations & Food Services, this position performs various duties to ensure that the building is clean, safe and welcoming for members of the public, program participants, staff, and volunteers. Cleaners must be committed to providing high quality customer service, as this position is required to interface with the public, staff, and volunteers.

## **KEY ACCOUNTABILITIES**

### **Cleaning:**

- Performs assigned cleaning throughout the interior and exterior of The 519, including but not limited to cleaning/dusting/washing furniture, equipment, elevators, lockers, appliances, radiators, tables, desks, windows, sills, ledges, vents, etc.
- Performs events set-up, preparation, tear-down, post-event clean-up and building cleaning and restoration.
- Cleans/washes/disinfects sinks, toilets, tubs, dishes, water fountains, telephones, meeting room furniture, computers, printers, etc.
- Polishes and cleans glass/wood/metal etc., applying suitable oil, polish, solutions etc.
- Cleans spots on walls and carpets.
- Sweeps floors and stairways with brooms.
- Mops floors or applies finish to wood floor areas.
- Vacuums carpeted floor areas and hardwood floors, ceiling corners and furniture etc.
- Empties and cleans wastebaskets, garbage cans, recycling container and relines baskets, cans and containers.
- Picks up garbage and recyclables and removes to designated areas.
- Performs cleaning on exterior areas adjacent to the building, including but not limited to the patio, ramp, under ramp, front sidewalk, garbage area, rear balcony and under balcony, and children's play area.
- Defrosts and cleans all refrigerators and freezers.

### **Maintenance:**

- Restocks and replenishes paper towels, toilet paper, soaps, etc. as necessary and checks washrooms according to the washroom check schedule posted in each facility.
- Monitors washrooms, hallways, and meeting rooms on a predefined schedule to ensure that all issues are proactively managed.
- Stocks and maintains cleaning carts.

- Ensures maintenance and cleaning areas are kept tidy and organized.
- Shovels snow or uses the snow blower, salts walkways and parking areas.
- Set-up/tear-down meeting room spaces (tables, chairs, etc.) per program requirements.

### **Administration:**

- Reports building and safety issues that need to be addressed.
- Pro-actively monitors building including washrooms, hallways and meeting rooms on schedule. Addresses and/or reports building and safety issues as they arise. Files incident reports as required.
- Completes a thorough building check before the building closes to the public and ensures that all members of the public have vacated the premises. Secures the premises and arms the alarm system.
- Prepares a report at the end of each shift regarding incomplete work, to be forwarded to the next scheduled shift.
- Follows all established emergency procedures as required, including but not limited to, building evacuation, lock down, crisis intervention, and workplace violence prevention.
- Provides coverage for front desk staff for short periods of time (breaks, lunch, etc.) as required, and assumes responsibilities that come with that role.
- Implements and abides by The 519's policies procedures and complies with all applicable legislation and regulations including coordination and training of volunteers, confidentiality, MFIPPA and purchasing and inventory control systems.
- Participates in and supports The 519's broad activities and other related policies and procedures.
- Other duties as assigned.

### **KNOWLEDGE AND EXPERIENCE**

1. Experience in performing various cleaning, housekeeping and maintenance activities in an institutionalized environment.
2. Knowledge of the Occupational Health and Safety Act and the provisions that apply to this work including WHMIS.
3. Knowledge of Fire Safety Systems and related legislation.
4. Ability to lift up to 50 pounds independently and without assistance, and to push and pull heavy items.
5. Excellent interpersonal skills with the ability to maintain cooperative working relationships with staff, program participants and the public.
6. Ability and willingness to work weekends, holidays and shifts as assigned as well as to work in multiple locations such as inside the building's various meeting rooms, the kitchen, the basement, and outside the building in inclement weather.
7. Ability to follow verbal and written instructions in English, ability to adequately read, write, and maintain manual and electronic records and reports.
8. Understanding of 2SLGBTQ+ communities and how community centres contribute to local neighborhoods is an asset.
9. Demonstrated ability to work with 2SLGBTQ+ communities including integrating anti-racism, anti-oppression and intersectional values and principles into daily practice.
10. Crisis Intervention and de-escalation skills, training an asset.

11. Smart Serve training an asset.
12. Up to date First Aid and CPR certification an asset.

## TERMS OF EMPLOYMENT

<b>Position Status</b>	Casual/Relief
<b>Union Status</b>	Union Position - CUPE Local 2998 – Wage Grade 2
<b>Starting Hourly Rate</b>	\$17.73/hour starting rate (City of Toronto 2024 Wage Grid for Union Staff) (Range \$17.73/hour-\$21.74/hour)
<b>Benefits</b>	Not eligible for health and dental benefits. Eligible to enroll in OMERS pension plan effective Day 1.
<b>Hours of Work</b>	There is no set schedule, shifts are based on operational demands which will include weekdays, evenings, and weekends as needed.
<b>Vacation</b>	Receive 4% vacation pay on every pay cheque
<b>Location</b>	Due to the nature of the work, this job is performed on-site at The 519

## APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to [Careers@the519.org](mailto:Careers@the519.org). **There is no deadline to apply; if the posting is up, we are accepting applications and will review submissions on an ongoing basis.** Please quote **Job #25-07** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 25-07 First Name Last Name". Please also share [which pronouns you would like us to use](#) when corresponding with you (directly and within The 519) in your email or your cover letter. **We will only contact applicants if they are selected for an interview.**

**Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.**

*The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.*

**Accommodation:** The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.