

Lookout Housing and Health Society is a “social safety-net” providing minimal-barrier housing and a range of supportive services to assist adults with low or no income who have few, if any, housing or support options and who are challenged in meeting personal needs and goals.

Job Description – JANITOR MAINTENANCE WORKER

Classification: Environmental Services Benchmark: Maintenance Worker (80400); Housekeeper (80300) Grid: 7	Date Prepared: Date Updated: July 18, 2023
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JOB SUMMARY:

The Janitor Maintenance Worker reports to the Site Manager and works in accordance with the mission and philosophy of Lookout Housing and Health Society, including following Lookout’s Code of Ethics. Janitor/Maintenance Workers ensure the cleanliness of the overall site, both inside and outside. The worker will also ensure that building functions such as mechanical, plumbing, and electrical are properly maintained. Ongoing maintenance and janitorial work is required on premises.

DUTIES AND RESPONSIBILITIES:

- Janitorial work such as sweeping, washing, and waxing floors; cleaning and disinfecting all surfaces
- Garbage removal and emptying recycling containers
- Monitor and upkeep all building equipment
- Maintain repairs on premises including the upkeep of suites by fixing, repairing, plumbing, landscaping, etc.
 - Will assist new staff and oversee volunteers; and work with staff to ensure facilities meet the needs of guests
 - Work is generally completed internally, while some external work on the premise may occur
 - Job duties may have a few disagreeable factors

QUALIFICATIONS & COMPETENCE:

- Minimum Grade 12 education, plus two (2) years of recent related experience; or an equivalent combination of education, training, and experience
- **Building Service Worker Diploma** is an asset
- **Must have current Occupational First Aid Level 1 Certificate**
- **Must have two doses of COVID 19 Vaccine**
- Crisis Intervention Skills Training is an asset
- Ability to work independently or in a team setting
- Strong ability to manage stress and organize workload
- Excellent communication, writing, documentation, and organizational skills
- Understands and maintains clientele/worker boundaries
- Ability to work with disadvantaged and challenging adults in a diverse environment
- Strong physical and mental ability to perform work tasks and operate job related equipment
- A minimum of two (2) years sobriety if related concerns to alcohol and/or drug use
- Criminal Record Clearance – Vulnerable Sector

As of the signed date, I have read and understood the above job description.

Signature

Date