

*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

<p><b>Classification:</b> Environmental Services  <b>Benchmark:</b> Maintenance Worker (80400);  Housekeeper (80300)  <b>Grid:</b> 7</p>	<p><b>Date Prepared:</b>  <b>Date Updated:</b> July 19, 2019</p>
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### JOB SUMMARY:

The Janitor/Maintenance Worker reports to the Program Manager or designate and works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout’s Code of Ethics. Duties and responsibilities include performing a variety of maintenance and repairs to buildings, grounds and equipment in one or more areas such as electrical, plumbing and painting. Performs a variety of cleaning duties such as sweeping, mopping floors, vacuuming, dusting, laundry and washing walls, windows and ceilings.

### DUTIES AND RESPONSIBILITIES:

1. Performs a variety of cleaning duties to ensure the cleanliness of the facilities including attention to toilets and bathing rooms, walls, floors, sinks, kitchen area(s), trash containers and windows through methods such as sweeping, vacuuming, washing, mopping, disinfecting and waxing. Encourages and supports clients to assist.
2. Performs a variety of maintenance and repair duties such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material such as linoleum. Prepares estimates of maintenance and repair costs.
3. Performs a variety of work related to contractors including monitoring work performed by contractors, contacting external contractors and trades people to obtain quotes, and arranging for major repairs and maintenance work.
4. Performs a variety of preventative maintenance duties to ensure emergency back-up systems function according to established standards such as: testing systems, replacing batteries, ensuring door alarms are on and functioning properly.
5. Maintains a safe environment by performing duties such as security checks on the building exterior and interior, restricting unauthorized access to the building and liaising with the police, reporting any suspicious activities.
6. Performs a variety of preventative maintenance duties for equipment and buildings by recognizing areas/equipment requiring maintenance, completing repairs and/or reporting issue to supervisor for action.
7. Performs a variety of garbage duties such as removing garbage from premises, emptying wall needle disposal units into bulk disposal, keeping garbage container area clear and monitoring disposal service pick-up; advises management of any problems.

8. Monitors the condition and cleanliness of tenant rooms, assisting clients as needed to maintain rooms in good and clean condition, aiding tenants with minor maintenance and repair work, reporting concerns to the Program Manager.
9. Maintains the exterior of the facilities and grounds by performing duties such as washing sidewalks, walls and windows, collecting litter and picking up leaves.
10. Monitors maintenance and cleaning supplies by performing duties such as placing purchase orders with external suppliers, receiving supplies, checking invoices against orders and goods received, storing and distributing supplies and contacting suppliers to obtain and provide general information.
11. Participates as a team member with other staff to ensure a safe and caring environment by performing duties such as responding to emergency issues and supporting others through methods such as sharing of knowledge and information.
12. Observes guests/tenants and their environments to ensure the safety of all and the premises by performing duties such as reporting unsafe conditions, incidents and/or behaviours, interacting with clients including observing client behaviour, investigating disturbances, dealing with client emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities. Records observations for communication to other staff.
13. Provides direction to client(s), volunteer(s) and/or community placements assigned to work area by performing duties such as demonstrating tasks, monitoring work, supporting client(s), volunteer(s) and/or community placements in completing functions and maintaining their work and attendance schedules.
14. Maintains related manual and computerized records by performing duties such as completing documentation for maintenance and repairs performed and log book on guest interactions.
15. Performs other related duties as assigned.

#### **QUALIFICATIONS:**

##### ***Education, Training and Experience***

- Grade 12 diploma
- OFA 1 First Aid Certificate
- Recent related experience of two (2) years'  
OR an equivalent combination of education, training and experience  
OR other qualifications determined to be reasonable and relevant to the work.
- A minimum of two (2) years sobriety if having alcohol and/or drug problems.

##### ***Skills and Abilities***

- Ability to work independently
- Ability to communicate effectively both verbally and in writing
- Ability to perform the demands of the job.
- Ability to operate related equipment.
- Suitability to work with disadvantaged and challenging adults in a diverse environment.
- Ability to organize work
- Ability to deal with others effectively

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- Ability to provide work direction
- Ability to understand and maintain client/worker boundaries

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

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Signature

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Date