



Vacancy

Custodian

Effective Immediately

Regular, Part-Time (0.6 Full Time Equivalents (FTE))

Salary: \$22.01-\$25.20 per hour

Posting ID: 24-IE-4014

1. Summary of Duties:

Performs cleaning duties, in compliance with policies and procedures, standards and guidelines including:

- dust and sanitize surfaces;
- sweep and mop floors, vacuum carpets;
- wash and sanitize toilets, sinks and showers and restock of toiletries;
- collect garbage and recycle;
- clean interior windows, doors, workstations and meeting room furniture and equipment; and
- clean ovens and refrigerators.

General and Preventative Maintenance:

- perform routine inspections on building emergency equipment and systems;
- arrange and accompany contractors while on site;
- move office furniture and equipment; and
- perform minor repairs and assemble and install office equipment, as required.

Administrative Duties:

- order and maintain inventory of cleaning supplies and equipment; and
- ensure Safety Data Sheets (SDS) and equipment manuals are kept current.

2. Minimum Qualifications and Position Requirements:

- Ontario Secondary School Graduation Diploma, or equivalent;
- knowledge of workplace health and safety legislation and practices;
- working knowledge of security, heating and cooling, plumbing and electrical systems; and
- ability to work flexible shifts/schedules.

Demonstrated ongoing effective ability to perform the following:

- physically capable to meet the demands of the job;
- work productively and efficiently without the need for close supervision;
- co-operate and work effectively with others including staff and contractors;
- apply initiative, tact, diplomacy, and judgment in work related and engagements that impact the workplace;
- computer skills using MS Office including Word (word processing), internet and e-mail at a basic level;

- adapt to new, different, and/or changing requirements;
- possess a valid Class G driver's license and have access to reliable transportation to meet the position's needs;
- evidence of vehicle insurance including business use insurance;
- maintain up-to-date immunization according to the Ontario Publicly Funded Immunization Schedule and/or the most recent edition of the Canadian Immunization Guide and the National Advisory Committee on Immunization as per the Peterborough Public Health policy, including being fully vaccinated with a COVID-19 vaccine series; and
- TB skin testing is required at the onset of employment and may be required as part of routine TB surveillance or follow-up of potential exposures.

3. Preferred Qualifications:

- knowledge of institutional cleaning procedures
- Infectious Prevention and Control (IPAC) training and certification
- previous custodian, janitor or housekeeping experience

4. How to Apply:

- Apply in writing via email to: careers@peterboroughpublichealth.ca
- Include your name, the position classification, and the posting ID in the email subject line:
- Example: "Jane Smith, Public Health Inspector, 24-4001-IE"
- Attach a single file (doc, docx, or pdf) including your cover letter and resume, which addresses the qualifications noted above.

5. Additional Information:

- The successful candidate will be available Monday-Friday for a minimum of four hours between 3:00pm-8:00pm, subject to change.
- Peterborough Public Health is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the recruitment process at the request of the applicant.
- Please note that only applicants to be given further consideration will be contacted for an interview.

Applications to be received no later than:

Tuesday, May 21st 2024 at 4:30pm