

TOWN OF CARLETON PLACE

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EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the full-time position of **Property Maintenance Cleaner for our Childcare Services department**.

Summary: Reporting to the Property Maintenance Team Lead, the Full Time Cleaner performs a wide range of duties maintaining the cleanliness, security, and safety of the Childcare Centre. The Full Time Cleaner will demonstrate safe working practices while leading and directing cleaning operations and comply with all safety regulations and Ministry guidelines. The Full Time Cleaner is accountable for part time cleaning staff

Qualification/Experience:

1. Completed Ontario Secondary School Diploma or equivalent
2. Minimum two (2) years' supervisory experience in a commercial cleaning environment; experience in childcare would be considered an asset
3. Possess and maintain a valid Ontario Class "G" driver's license and reliable vehicle to use for corporate business, when required
4. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification
5. Must be willing to obtain and maintain Anaphylaxis training
6. Custodial Services or Property Management training considered an asset, and
7. A Vulnerable Reference Check (valid to 6 months of employment).

The 2024 pay grid for the position is \$20.91 - \$26.63 based on a 40-hour work week. In addition, a comprehensive benefit package with 100% employer-paid premiums for health, dental, life, short/long term disability is provided plus a pension plan with matching employer contribution.

A detailed job description, for this position, can be accessed at www.carletonplace.ca

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior to the closing date. Applications must be received no later than 2:00 p.m., Wednesday, March 6, 2024, quoting "Property Maintenance Cleaner" by mail: Town of Carleton Place, Attn Human Resources, 175 Bridge Street, Carleton Place, ON K7C 2V8 or email hr@carletonplace.ca

We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

TOWN OF CARLETON PLACE
JOB DESCRIPTION

DEPARTMENT:	Property Management
DIVISION:	N/A
JOB TITLE:	Full Time Cleaner
EMPLOYEE GROUP:	Non-Union
PAY GRID:	4
SUPERVISOR:	Property Maintenance Team Lead
REVISION DATE:	January 2023

POSITION SUMMARY:

Reporting to the Property Maintenance Team Lead, the Full Time Cleaner performs a wide range of duties maintaining the cleanliness, security, and safety of the Childcare Centre. The Full Time Cleaner will demonstrate safe working practices while leading and directing cleaning operations and comply with all safety regulations and Ministry guidelines. The Full Time Cleaner is accountable for part time cleaning staff.

DUTIES AND RESPONSIBILITIES:

1. Attends work on a regular basis, arriving in a timely manner and following the schedule as provided by the Property Maintenance Team Lead
2. Supervises and directs part-time cleaning staff
3. Organizes and communicates a daily, weekly, monthly, and seasonal schedule for recurring cleaning and maintenance projects
4. Performs daily tasks such as garbage/recycle collection and disposal, sweeping, vacuuming, mopping floors, cleaning and restocking washrooms, striping and waxing floors, shampooing carpets, and cleaning windows based on established cleaning routines
5. Moves furniture, supplies and miscellaneous equipment for detailed cleaning
6. Responsible for snow removal from building entrances and emergency exits and applies salt
7. Routinely operates commercial equipment
8. Completes minor repair work inside and/or outside as communicated

9. Monitors repair requests and updates completed tasks regularly in logbook
10. Works closely with Childcare Cook, kitchen staff, cleaning staff, educators, and other municipal staff regarding departmental needs, equipment, budget, and cleaning requirements and demands
11. Communicates with Joint Health & Safety Committee regarding all present and future operating procedures, training needs and concerns ensuring a safe work environment
12. Ensures proper use of cleaning chemicals, equipment, and safety procedures with all cleaning staff and/or daycare staff
13. Assists the JHSC representative with the collection and organization of safety data sheets (SDS)
14. Responds to cleaning and/or maintenance related inquiries and requests for information by telephone, email or in person and answers questions
15. Ensures proper storage of chemicals and equipment
16. Tracks stock and supply inventory levels daily
17. Coordinates cleaning supplies, including personal protective equipment (PPE) and inventory orders and deliveries
18. Responsible for the storage and preventative maintenance of all cleaning equipment, including snow blowers, propane and BBQ
19. Ensures building security, closing all windows and doors and arming security system at the end of each shift
20. Maintains a library of user manuals for cleaning equipment and power tools
21. Participates in all assigned and required training
22. Assists with the set up/tear down of special events on site
23. Communicates upcoming cleaning projects (i.e. floor waxing) via communication book
24. Promotes workplace positivity and open communication with peers

The above generally describes the duties of the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Property Maintenance Team Lead.

POSITION REQUIREMENTS:

EDUCATIONAL REQUIREMENTS:

1. Completed Ontario Secondary School Diploma or equivalent
2. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification
3. Must be willing to obtain and maintain Anaphylaxis training
4. Custodial Services or Property Management training considered an asset

EXPERIENCE:

Minimum two (2) years' supervisory experience in a commercial cleaning environment; experience in childcare would be considered an asset.

SKILLS AND COMPETENCIES:

1. Possess and maintain a valid Ontario Class "G" Drivers' License and reliable vehicle to use for corporate business when required
2. Ability to lift objects unassisted averaging 50lbs
3. Ability to operate hand tools, power tools and other related equipment
4. Excellent verbal and written communication skills
5. Proven inventory control skills
6. Ability to instruct and direct others
7. Efficient time management skills
8. Strong problem-solving skills
9. Ability to read, understand, follow, and enforce safety procedures and manuals

10. Great attention to detail

WORKING CONDITIONS:

This position is a full-time position and requires a mid-afternoon start time, occasional irregular shifts, evenings, and random weekend hours. Periodically, some additional work outside of regular cleaning hours may be required to complete special requests or time sensitive projects. As these scenarios present themselves, the employee will be permitted to bank time as approved by the Building Maintenance Team Lead. Local travel to corporate offices, hardware/department stores, seminars or workshops may be required from time to time

PHYSICAL DEMANDS:

Repetitive physical actions: standing, bending, twisting, pushing, reaching, lifting, walking, kneeling, grasping, use hand to finger, handle to feel, and regular movement with choice; use of standard and commercial cleaning equipment, tools, motorized equipment, gas powered equipment/tools, and appliances; light, moderate and heavy lifting required (50 lbs min.) unassisted, moving furniture and chemical containers, moderate visual demands require close and distant vision. Working on ladders at varying heights. Staff may be required to stand for full shift and walk on uneven ground

ENVIRONMENTAL CONDITIONS:

This position involves the frequent use of chemicals and exposure to fumes/unpleasant odors and possible airborne particles. Possible contact with blood borne pathogens and/or bodily fluids. The employee also works outside in ranging weather conditions.

SENSORY DEMANDS:

The employee is required to be able to hear conversations in quiet and noisy environments. Regular exposure to fumes from products such as: cleaning agents, floor stripper, floor wax and disinfectants. The employee is required to work in indoor/outdoor environments. This position requires the use of cleaning equipment such as broom, mop, vacuum and floor polisher.

MENTAL DEMANDS:

The employee must be able to manage schedules and tight timelines while accommodating unplanned interruptions. Prioritized duties are required as well as reading, writing and math skills. Excellent organization and time management skills will be needed to complete the required tasks.

N.B. Must be able to read and comprehend instructions, product/chemical labels related to cleaning supplies, power tools and motorized equipment, invoices, packing slips, deliveries, and schedules.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. To achieve

this goal, managers must ensure employees make safety an integral part of every task and job. As a manager, you must be familiar with the Town's Health and Safety Policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work;
- Right to Stop Dangerous Work.

And:

- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- take every precaution reasonable in the circumstances for the protection of a worker;
- conduct regular safety meetings with workers;
- correct substandard acts or conditions;
- commend good health and safety performance; and
- maintains a log of their crew visits.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING RELATIONSHIPS:

INTERNAL	CAO, Department Heads, Support Staff, Members of Council.
EXTERNAL	General Public, Agency Partners (i.e., Health Unit, Ministry Representatives), Other Government Bodies, Supplier Representatives.