



**CITY VIEW CENTRE FOR CHILD AND FAMILY SERVICES
INTERNAL/ EXTERNAL JOB POSTING**

POSITION INFORMATION	
POSTING DATE	July 02, 2024
CLASSIFICATION	Custodian (unionized)
DURATION	Permanent full time
DEPARTMENT	Operations
QUALIFICATIONS	<ul style="list-style-type: none"> • English language comprehension, communication • Knowledge of cleaning methods and procedures. • A level of reading, comprehension and writing skills in the English language, sufficient to understand oral and written instructions or directions and written information regarding site activities. • A level of mathematical skills sufficient to perform calculations such as cleaning fluids ratios. • Demonstrated skill and knowledge in custodial practices and equipment such as floor maintenance equipment, e.g., scrubbers and buffers. • Successful completion of secondary school graduation diploma, or equivalent. • Current Standard First Aid and CPR/AED certification • Medical assessment, prior to commencement of work • Police Records Check for Service with the Vulnerable Sector, renewed every five years • “Worker Health and Safety Awareness in 4 Steps” certificate • Excellent time management skills; highly organized • Understands Ottawa Public Health standards for cleanliness • Understands the Agency expectations for hygienic maintenance of all areas of the building and storage areas • Minimum of one (1) year working experience • Good personal cleanliness habits • Independent, self-motivated, flexible <p>Previous custodial experience is a definite asset.</p>
SKILLS, ABILITY AND EXPERIENCE	<ul style="list-style-type: none"> • Promotes the principles and practices of maintaining a clean and sanitary environment as per the custodian’s work schedule • Clearly communicate with all members of the centre’s staff and management teams • Knowledgeable and proficient in proper cleaning procedures, SDS sheets, etc i.e. using caution signs on wet floors; specific cleaning solutions for specific areas • Ensures custodian’s work space and equipment are kept clean and tidy at all times • Ensures necessary equipment is in good operating condition • Seeks training and guidance in tasks whenever necessary • Clean floors by sweeping, mopping, scrubbing, or vacuuming



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	<ul style="list-style-type: none">•Vacuum carpets in front entrances and playground exists•Clean and sanitize bathrooms using established practices and procedures•Gather and empty trash and recycle items regularly•Wash garbage cans and recycle bins as needed•Clean windows, glass partitions, and mirrors•Dust door frames and ledges•Must be able to lift heavy objects•Spot clean walls, doors and baseboards•Inform Manager of any supplies and equipment needed for cleaning and maintenance
SHIFT	Full time 8:30-4:30
HOURS	35 hours
WORK WEEK	Monday to Friday
RATE OF PAY	\$35,538.61
START DATE	As soon as possible
APPLICATION INSTRUCTIONS:	
Applications must be received by 12:00 noon on Friday July 9 th 2024 to be eligible for consideration.	
SEND TO	Favour Omuvwie f.omuvwie@cityviewcentre.ca