



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

POSITION INFORMATION	
	Ongoing post
CLASSIFICATION	Staff Support supply staff (cook, custodian, housekeeper)
DEPARTMENT	Group Care
SKILLS, ABILITY AND EXPERIENCE	<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 • “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 of working experience • Good personal cleanliness habits • Independent, self-motivated, flexible
SHIFT	Depending on the position being filled
WORK WEEK	Monday to Friday
RATE OF PAY	Dependent on position
START DATE	occasionally
APPLICATION INSTRUCTIONS:	
Applications can be sent by email to the Manager below.	
SEND TO	Kirsten Dunn – Program Manager k.dunn@cityviewcentre.ca

City View Centre for Child and Family Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only those selected for an interview will be contacted. We thank all applicants for their interest.