

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY 2024 Ongoing

<b>POSITION TITLE:</b> Relief Custodian	
<b>DEPARTMENT:</b> Housing	<b>STATUS:</b> Relief, CUPE Local 7797
<b># HRS / WEEK:</b> Varies. No guarantee of Hours	<b>CONTRACT DATES:</b> n/a
<b>REPORT TO:</b> Director, Housing	<b>HOURLY RATE:</b> \$25.05

**GENERAL DESCRIPTION:** The position is responsible for cleaning and maintaining Agency Housing sites. Duties include maintenance and repairs of interiors, supply acquisition, garbage removal and upkeep of exterior grounds and walkways as assigned. Assist with maintenance of building equipment and machinery and respond to emergencies as necessary or required. This position reports to Director, Housing and is part of CUPE LOCAL 7797.

### MAJOR DUTIES:

- Maintain the interior of the building(s) in an appropriate state of cleanliness, including but not limited to maintenance of interior common rooms, corridors, and elevators
- Ensure that regular building maintenance is scheduled and/or performed, and logged
- Complete assigned work orders on a timely basis
- Maintain areas surrounding building by clearing snow, salting, and clearing litter. Be responsible for landscaping duties and additional maintenance as required
- Weekend garbage collection at specified TNG sites
- Communicate with and provide instructions to contractors hired to perform work as directed. Ensure work is carried out according to contractual agreements. Report progress to the Housing Managers
- In conjunction with maintenance staff, conduct yearly and move-in/move-out inspection of units for cleanliness; clean, paint, repair and perform unit maintenance as directed
- Ensure secure buildings and a clean, safe and healthy work environment
- Order supplies and equipment necessary for the upkeep of the buildings, as authorized by the Housing Managers
- Communicate all building/tenant issues to the Senior Housing Managers and /or appropriate staff in a timely manner
- Work with management/ J.H.S.C to identify and correct health and safety hazards in Agency buildings, and assist in resolving them as directed
- Move supplies, assist with receiving shipments when required
- Be available to cover and or assist maintenance and custodial staff at all buildings

### REQUIREMENTS & QUALIFICATIONS:

- Minimum 2 years related training and experience with internal/external building maintenance
- Knowledge of Health and Safety standards, building codes and fire systems and regulations, etc.
- Knowledge of appropriate cleaning materials and techniques, and the skills to use them
- The technical skill to recognize and resolve maintenance problems such as minor plumbing, carpentry and electrical repairs.
- Knowledge of building lock systems and the ability to change/make repairs on them
- Excellent interpersonal skills and a calm and tactful manner.
- The ability to work with minimal supervision and to work effectively as a team member
- The physical strength, stamina and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling.
- Preparedness to experience occasional exposure to filth and contagious disease, as well as irate and abusive persons.
- Preparedness to experience frequent exposure to animals, especially dogs and cats, as well as their excrement and dander.
- A valid driver's license would be preferred

**To apply, submit your resume and cover letter with the position title in the subject line of your email to:**  
**careers@tngcs.org**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement