

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

Job# TNG2025-128

POSITION TITLE: Custodian- Housing	
DEPARTMENT: Housing	STATUS: Regular Full Time, CUPE 7797
# HRS / WEEK: 35	CONTRACT DATES: N/A
REPORT TO: Senior Housing Manager	HOURLY RATE: \$25.05
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The position is responsible for cleaning and maintaining TNG owned 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. The position will report to the Senior Housing Manager, and is part of CUPE Local 7797. **Position will work 35 hours per week, Friday to Tuesday, including all statutory Holidays. The position requires regular travel to all buildings in the portfolio and will be required to be on-call every weekend, from Friday at 3:30 p.m. to Monday at 7:30a.m.**

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 Manager
- 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 Housing Manager 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
- A valid driver's license would be preferred
- 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 moderate to heavy lifting (approx 50 lbs), and frequent walking, bending, stretching and pulling.
- Preparedness to experience occasional exposure to filth and contagious disease.
- Preparedness to experience frequent exposure to animals, especially dogs and cats, as well as their excrement and dander.
- The willingness and flexibility to alter work schedules and regular duties to accommodate uncommon needs of the department and/or the agency.

To apply, submit your resume with "TNG2025-128" in the subject line of your email to: careers@tngcs.org