

## **Role – Janitor (Caretaker)**

**Type:** This is a part-time hourly wage position starting at 17.5 hours/week. The incumbent will work Monday through Friday; with specific hours determined by the General Manager. Hours may increase as public health orders change. Job performance will be reviewed after a six month probationary period.



**Overall Objective:** to maintain and improve the Riverview Community Centre's buildings for the use of the community at large. Priorities of the position are safety, working co-operatively with staff and volunteers, and maintaining the building, grounds and fields of play.

### **Qualifications/Eligibility:**

- Strong communication and organizational skills
- Strong people skills
- Excellent attention to detail
- Must be able to work independently as well as contribute to a team effort.

### **Responsibilities:**

- Open up centre for operating hours (if opening). Lock centre when leaving if no one is in to supervise
- Perform regular maintenance such as changing light bulbs, removal of graffiti, touch up paint where required, wash windows as needed, etc.
- Inspect buildings (including all doors and locks), grounds, and equipment (lawn mowers, snow clearing machines, Zamboni, weed whacker, floor cleaning machine, kitchen appliances, etc.) for maintenance issues and make or arrange for minor repairs as needed; notify General Manager if major repairs or equipment replacement is needed
- Wipe down and maintain gaming tables (foosball, ping pong, air hockey, pool tables, etc.)
- Maintain and clean all bathrooms daily or more often as needed (sweep, mop, disinfect sinks and counters, clean mirrors, urinals and toilets to be scrubbed, stock soap, stock toilet paper, fix plugged toilets, replace pucks, etc.); stalls and stall doors should be cleaned twice per week
- Maintain tidiness in and daily cleaning, including sweeping and mopping, of: kitchen, common area, hall, office and dressing rooms and daily cleaning and disinfecting of water fountains
- Check supplies (bathroom, kitchen, gas, etc) and notify General Manager to order as necessary (a 2 week supply should remain in stock); receive and put away supplies
- Assist and supervise work of outside contractor
- Set up (per layout diagrams) and take down of tables, chairs, etc. for rentals and programs; cleaning of tables and chairs every six months
- Assist volunteers with special events (hockey tournaments, carnivals, etc.)
- Keep building pest free with help of a pest control company
- Dust surfaces and vacuum couches twice a week, or more often as needed
- Check and change, as needed, all garbage bins daily and take out garbage and recycling for collection by City weekly

- Wash and disinfect garbage and recycling containers each quarter or more frequently on an as needed basis
- On a minimum of a twice weekly basis, or more often as required, clean floors using floor cleaning equipment; strip and wax once per quarter
- Every six months, wash walls, light fixtures, fans, doors, trophy cases, etc.
- Wipe down bar area, ensuring a clean surface for staff and renters to work with on a weekly basis, or more often, after each rental of same area

### **Administrative Support**

The Caretaker will maintain effective and respectful working relationships with the day care, regular users of the centre's facilities and Board members. In the absence of the General Manager, this position is responsible for administrative back-up:

- Keep receipts for expenditures and provide to General Manager
- Answer the telephone and take messages
- Receive mail; notify General Manager and/or President of any urgent mail
- Show facilities to potential renters and provide contract information to them
- Respond to questions from the public about the centre and activities
- Orient and supervise Green Team employee(s) who is(are) designated to do outside work

### **Regular Maintenance - Outdoors**

The Caretaker will maintain the grounds and field of play as follows, in cooperation with volunteers and other seasonal employees:

#### **Winter**

- Keep outside clean and clear of garbage
- Assist with the set up of rinks by levelling the ground, inspecting for protruding items or loose screws, and general assistance
- Keep parking lot and pathways free from snow
- Set up snow hills for children
- Ensure, above all, safe conditions at the centre's entryways

#### **Summer**

- Keep outside clean and free of garbage
- Regularly keep grass cut and grounds weed free using environmentally friendly products, weed-eater, etc.
- Set up soccer nets at centre
- Keep tennis courts and basketball courts in good working order; set up nets in spring and take down in fall
- Maintain playground equipment; fix minor problems; notify General Manager if major repairs needed; replace sand in sand box (shovel back in) or advise General Manager to order replacement sand for sand box when needed
- Touch up paint on buildings and playground when needed
- Assist with rink repairs as needed

## **Health and Safety**

The Caretaker will:

- Give priority to safety for the community, children, staff, Board members and above all for self
- Fix any minor unsafe situations
- Notify General Manager immediately of any unsafe condition related to the buildings or the grounds
- Ensure that the centre has a complete First Aid Kit and that it is available to student workers and Club users (First Aid training is desirable)
- Train and supervise students and others in the proper and safe use of equipment
- Use equipment safely and wear protective equipment (eye protection, etc) when using machinery

## **General**

The Caretaker may be asked to do other duties as assigned.

## **Supervision**

- The Caretaker reports directly to the General Manager
- An annual evaluation will be conducted by the General Manager
- On a daily basis, the Caretaker will operate on minimal supervision and is expected to plan and prioritize work according to the priorities established by the General Manager

## **Requirements**

Criminal Records Check  
Child Abuse Registry Check  
First Aid/CPR  
WHMIS

If you are interested in this position, please submit a resume to Charles at [gm@riverviewcc.ca](mailto:gm@riverviewcc.ca).

The application period is April 30 – May 21, 2021.