

College Montrose Children's Place

POSITION TITLE:	Cleaning/Maintenance/Housekeeping
SUPERVISED BY:	Program lead staff
PROVIDES SUPERVISION TO:	N/A
HOURLY RATE:	\$20.00/hr.
HOURS:	9 hours per week for 52 weeks. Schedule flexibility required.

ABOUT COLLEGE-MONTROSE CHILDREN'S PLACE:

CMCP has supported Healthy Children, Healthy Families and Healthy Communities in downtown west Toronto since 1983. Working with our many community partners we create and adapt Family Support and Early Learning Programs to meet the changing needs of children and their families. We are committed to excellence and strive to achieve the highest quality standards in all that we do. College-Montrose Children's Place creates welcoming inclusive environments that value the diversity of its communities. For more information, please visit our website at

www.cmcp.ca

To help ensure the safety of our community, Covid-19 Vaccination policy is in place that states all CMCP staff and volunteers must be fully vaccinated.

POSITION SUMMARY:

Under the guidance of the program lead staff and guide by CMCP health and safety policies, this position will assist in maintaining a clean and safe environment at CMCP EarlyON program sites. The maintenance staff will perform general routine cleaning chores and maintenance of the facilities.

RESPONSIBILITIES:

- Performs general cleaning and minor maintenance duties in CMCP sites with great attention to detail.
- Sanitizes all surfaces, toys other equipment on an agreed upon schedule.
- Cleans, sweeps, dust mops, wet mops all floors.
- Maintains housekeeping equipment and other relevant equipment in clean, orderly and functional condition.
- Maintains cleanliness and organization of community kitchen appliances and cupboards.
- Identifies cleaning problems and determines appropriate remedies according to CMCP policies.
- Washes interior windows.
- Provides order lists of cleaning/maintenance materials on a monthly basis.
- Provides assistance to staff, visitors and other employees as necessary.
- Other duties as assigned.

QUALIFICATIONS

- An interest in learning about the non-profit sector.
- An interest in working in a family friendly, inclusive program

- Knowledge of cleaning methods and procedure;
- Knowledge of WHMIS, materials, supplies and equipment utilized in cleaning activities.

Qualified individuals are invited to submit their application by email to dkobrosly@cmcp.ca by August 26, 2022.

CMCP encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class, gender/sexual orientation, including those who may need accommodation. As a condition of employment, all prospective employees will be required to undertake a Vulnerable Sector screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. CMCP is a scent free environment. **CMCP is committed to providing accommodations for individuals with disabilities, upon request.**