

Communitas – Staff Position Description

SUPPORT STAFF

TITLE: CSE Worker - Janitorial

LOCATION: Abbotsford

REPORTS TO: Janitorial Shift Lead/Employment Manager

POSITION SUMMARY

This position involves following the direction of the Janitorial Shift Lead/Employment Manager and performing general cleaning duties at the Communitas provincial office and other locations at the direction of the Employment Manager.

TASKS PERFORMED

- Work with the Janitorial Shift Lead to perform routine and periodic cleaning tasks
- Use Janitorial equipment including carpet cleaner, vacuum, mop, tile scrubber, and other equipment used during the deep cleaning of the office
- Other duties including wiping/sanitizing surfaces, dusting, cleaning bathrooms, emptying garbage and recycling, cleaning windows etc.
- Report any problems or challenges to the Janitorial Shift Lead (e.g. burnt out light bulbs, plugged toilets, excessive debris, etc.)
- Attend daytime staff meetings and trainings
- Other duties as required

SPECIFIC DUTIES

- Ensure that cleaning chemicals and supplies are well-stocked and supplies are requested as needed from the Employment Manager
- Operate and maintain cleaning equipment including vacuum and floor scrubber
- Perform hands-on cleaning duties as required.
- Willingness and ability to work evenings and occasional weekends
- Attend quarterly cleanings of the Communitas provincial office
- Other duties as required

REQUIREMENTS

- Grade 12 level education is preferred
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Must be physically able to perform job duties including ability to lift up to 50 lbs
- Ability to model appropriate behaviour (conduct, performance, concern for people, morale, work performance standards, appearance, professionalism, ethics and personal integrity)
- Excellent teamwork skills as well as the ability to work independently without supervision
- Experience working with janitorial equipment.
- Possession of WHMIS certificate or willingness to obtain
- Possession of a valid Emergency First Aid Certificate with CPR (must maintain valid certification)