

Communitas – Staff Position Description

SUPPORT STAFF

TITLE: Janitorial Shift Leader

LOCATION: Abbotsford

REPORTS TO: Employment Manager

POSITION SUMMARY

This position involves on-site monitoring of a small team of Janitorial staff at the Communitas head office, various other locations, and includes hands-on janitorial work.

TASKS PERFORMED

- Distribute work assignments to the crew and trainees; oversee their work
- Communicate needs, requests and staff issues to the Employment Manager
- Report on progress of staff, trainees and work assignments to the Employment Manager
- In tandem with the Employment Manager, maintain an awareness of the goals and philosophies of Work Experience programs while working with trainees
- Interact with staff, trainees and stakeholders in a way that reflects the vision, mission and values of Communitas
- Plan order of work to be performed with the Employment Manager
- Attend daytime staff meetings
- Adapt to changes made to contract as needed
- Other duties as required

SPECIFIC DUTIES (Janitorial Shift Leader)

- Open, lock up and alarm the facility each shift
- Check the quality of each cleaner's work
- Arrange staff schedule in conjunction with the Employment Manager as needed, including calling staff for shift coverage as needed
- 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 and complete daily log entries
- Willingness and ability to work evenings and occasional weekends
- Submit staff hours for payroll to Employment Manager
- Attend quarterly cleanings of the head office
- Complete trainee evaluations after completion of their Work Experience program
- 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
- Strong supervision and interpersonal skills, highly energetic and highly motivated
- 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
- Ability to take initiative and instruct staff on any extra cleaning or special work needed
- Experience working with janitorial equipment including floor scrubbers & MegaVac 7141
- Possession of WHMIS certificate or willingness to obtain
- Possession of a valid Emergency First Aid Certificate with CPR (must maintain valid certification)