

## **Communitas – Staff Position Description**

### **SUPPORT STAFF**

**TITLE:** Janitorial Shift Leader

**LOCATION:** Abbotsford

**REPORTS TO:** Communitas Social Enterprises (CSE) Manager

#### **POSITION SUMMARY**

This position involves on-site monitoring of a small team of Janitorial staff at the Communitas provincial 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 CSE Manager
- Report on progress of staff, trainees and work assignments to the CSE Manager
- In tandem with the CSE Manager, maintain an awareness of the goals and philosophies of Work Experience programs while working with trainees
- Interact with staff, trainees, customers and stakeholders in a way that reflects the vision, mission and values of Communitas
- Plan order of work to be performed with the CSE 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 CSE 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 CSE 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 CSE Manager
- Attend quarterly cleanings of the head office
- Complete trainee evaluations after completion of their Work Experience program
- Drive crew and equipment to offsite locations
- 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)
- Possession of a valid Class 5 BC drivers license