



Job Posting

Maintenance/Caretaking Relief Staff

The Ralph Thornton Community Centre (RTCC) is a dynamic neighbourhood centre involved in community development and social justice in South Riverdale. We collaborate with others to create a healthy, inclusive, and vibrant community.

We are seeking maintenance/caretaking people to provide vacation and sick relief for permanent staff.

Responsibilities:

- Maintain a clean, healthy and safe environment within the Centre;
- Maintain the Centre property, including cleaning litter from the property and snow and ice removal;
- Carry out cleaning of the Centre, including cleaning and restocking all washrooms, cleaning all common areas, garbage removal, room set-up and take-down;
- Ensure that the building's mechanical and electrical systems are operating adequately;
- Keep the building secure by opening and closing the building according to usual operating hours or according to special needs, and by managing or evicting people who create safety concerns;
- Carry out regular security walkthroughs of the entire building;
- Carry out minor repairs to the building and its equipment as directed, including repairs and painting walls and trim;
- Provide a responsible presence in the building for staff, tenants, users and the general public;
- Provide emergency back up and assistance as necessary and on an "on call" basis;
- Maintain a "green" or environmentally sensitive approach in all the work;
- Perform other duties as required.

Qualifications:

- First Aid/Level C CPR Certification (or willingness to obtain prior to the start of the contract);
- Knowledge and experience with cleaning procedures and techniques, normally acquired through a combination of at least one year of training and experience in commercial or institutional cleaning;
- Working knowledge of and experience with materials, basic plumbing, basic electrical, furniture, lighting, appliances, heating, fire extinguishers and alarms, etc.;
- Working knowledge of personal and public safety systems and practices including safety regulations, use of personal protective equipment, lifting techniques, materials handling, and working from ladders and scaffolding. Able to understand WHMIS and safety regulations and perform tasks in a safe manner;
- Knowledge and experience repairing plaster/drywall and painting an asset;

- Working knowledge of a computerized environment e.g. data entry in various software programs, internet and email;
- Strong interpersonal skills with the ability to function effectively with supervisors, other staff, program participants and rental groups;
- Excellent communication skills (oral and written);
- Excellent organizational, time management and planning skills;
- Able to work with minimal supervision;
- Chinese language skills an asset;
- Ability to perform required physical tasks including using janitorial equipment, climbing ladders, pushing, pulling, lifting and carrying moderate and heavy loads, furniture, materials/supplies.

A Vulnerable Sector Screening (police reference check) is required by the successful candidate prior to hiring.

Rate of Pay: Subject to classification by the City of Toronto, in accordance with the Collective Agreement (CUPE Local 2998)

Hours: Variable.

Shifts are generally 7 hours in duration (excluding half hour unpaid lunch).

Shifts for which relief is occasionally required run from 7:30 am to 3:00 pm and 2:30 pm to 10:00 pm.

The Centre operates 7 days per week, and relief shifts may be for weekday or weekend.

Closing Date for Application: Friday 18 August 2017 at 5:00 pm

Please send resume and cover letter by fax, email or mail to:

Glenn Gustafson, Business Manager glenng@ralphthornton.org

**Ralph Thornton Community Centre
765 Queen St. East
Toronto, M4M 1H3
Fax: 416 392 0025**

In accordance with our collective agreement members of CUPE 2998 will be considered first.

We thank all applicants. Only those selected for an interview will be contacted.