



Operated by Inn Out of the Cold St. Thomas-Elgin

January 1, 2022

JOB POSTING: CUSTODIAN – Part-time

(commencing January 2022)

An emergency shelter open 24 hours/day, 7 days/week, 365 days/year.

10 Princess Avenue, St. Thomas, Ontario.

This is a regular, part-time position, with hours scheduled to ensure the needs of The INN are properly attended to.

Approximately 3-4 days every week.

Approximately 5 hours/shift (the majority of hours between 10 am and 4 pm).

Flexibility required to work any day of the week, including Public Holidays.

Agency and Position Overview:

The INN St. Thomas-Elgin seeks to provide safe, temporary shelter to individuals 16 and over while supporting all basic human needs and reducing barriers to obtain housing. Reporting to the Program Manager, the role of Custodian provides a clean, tidy, and safe environment (inside and outside), ensuring that service delivery has the highest quality outcomes for all those using The INN. Services are delivered in a positive and welcoming work environment from a lens of cultural humility with a guest-centered, trauma informed, anti-oppression approach.

Conditions of Employment:

Proof of being fully vaccinated for COVID-19 is mandatory.

Clean and completed Police Vulnerable Sector Check at Employee's own expense. Original document.

Certification in CPR and First Aid at Employee's own expense.

Wage: \$16.57/hour. *The INN is a living wage employer.*

KEY RESPONSIBILITIES:

Service:

1. Treat the property of The INN and City of St. Thomas with due care.
2. Model and actively promote a positive environment at the shelter, where every individual is treated with courtesy, respect, and compassion.
3. Represent the organization in a positive, professional, and engaging manner.
4. Demonstrate the ability to maintain confidentiality.

5. Apply attention to detail and demonstrate initiative in identifying and remedying issues and areas requiring attention.
6. Demonstrate the ability to organize work.
7. Demonstrate the ability to work independently with minimal supervision and participate as an active and responsible team member in a cooperative team environment.
8. Responsible for any combination of cleaning duties to maintain defined work areas inside and outside the shelter building.
9. Completely clean and disinfect all touch points daily.
10. Ensure the daily upkeep of the facility i.e., empty all garbage receptacles, put garbage in dumpster and put out recycling on designated garbage day and return recycling when emptied, vacuum all carpeted areas, sweep all tiled areas, wash floors and baseboards in tiled areas, clean all glass areas; windows and ledges etc. using a ladder where and when needed, dust all offices and furnishings.
11. Ensure that guest belongings are stored, retrieved, and catalogued in accordance with procedures.
12. Ensure all duties assigned to shifts are completed in accordance with the position task list.
13. Ensure all equipment is cleaned and maintained on a regular basis.
14. Ensure that the bed bug checks are completed in conjunction with the shelter staff and complete bagging and tagging procedures where required.
15. Ensure kitchen cleanliness at all times, clean and polish sinks, toilets and counter tops, mirrors, and fixtures; clean washrooms (toilets, sinks, floors), restock washrooms and hand sanitizers, and distribute received material as required.
16. Wipe down all tables, chairs, and door handles, and checks, cleans, moves, arranges, and dusts furniture as required.
17. Identify and report to supervisor any repairs that may require an external service provider.
18. Check doors and windows to ensure building security.
19. Monitor and maintain stock of regularly used items, i.e., mops, brooms, lights, supplies etc., and alert supervisor to order and purchase as required.
20. Perform minor repairs such as electrical (change light bulbs) and plumbing (unblocking toilets, troubleshooting flushing issues), reports safety concerns and major repair issues to supervisor.
21. Spot wash accessible walls, spot cleaning as required.
22. Ensure the building is ready for internal and community partner groups as scheduled.
23. Maintain the security of property at all times.
24. Ensure the general upkeep of external property, keeping sidewalks and entrances clear of snow and ice, including salting, clean up of patio area including litter pick up and pick up of sharps and para as required, emptying of sharps container and cigarette receptacles.
25. Monitor all areas including outside alleyway for waste and hazardous materials and appropriately pick up, dispose of and clean area.
26. Assist with shelter laundry as required, particularly as it relates to custodial items.

Health and Safety:

27. Contribute to the safety of staff, guests, visitors, and donors (e.g., clear fire exits, clean spillage; no obstacles inside and outside the building, keep sidewalks and entrances clear of snow and ice, including salting, litter pick up etc.).
28. Monitor and maintain mixed cleaner bottles for custodial use. Ensure that all bottles contain WHMIS compliant labeling.
29. Ensure all WHMIS information sheets and labels are maintained.
30. Advise leadership immediately of any safety and security needs.
31. Report immediately to leadership all workplace injuries or illness.
32. Follow through on all safety and security procedures (including fire) as outlined in the policy and procedures manual.

33. Work in a manner as required by the employer and use the prescribed safety equipment, personal protective equipment, and clothing.
34. Maintain the security of property at all times.
35. Work in compliance with OH&S Act and Regulations and abide by The INN's health and safety policies and procedures.

Perform other position related duties as identified, required and/or assigned by leadership.

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities of the incumbent.

This job description will be reviewed by the employee and supervisor on a regular basis.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Education and Certifications:

1. Completion of High School.
2. WHMIS certification or willingness and agreement to acquire, utilizing computer for training.
3. AODA and Health and Safety Certificates or willingness and agreement to acquire, utilizing computer for training.

Experience and Skilled Knowledge:

1. Prior related experience an asset including life skills, custodial, and general familiarity with cleaning and maintenance procedures and equipment.
2. Demonstrate the suitability to work with disadvantaged individuals in a diverse environment.
3. Demonstrate the ability to understand and maintain healthy boundaries with guests.
4. Demonstrate the ability to use tact and diplomacy when dealing with the others.
5. Exhibit good listening and interpersonal skills, have good oral and written communication skills.
6. Knowledge of Health & Safety Standards and ability to apply.
7. Demonstrate the ability to operate related equipment.
8. Demonstrate the physical and mental ability to perform the duties of the job including lifting and carrying objects up and down stairs.

The INN will accommodate candidates as required under applicable human rights legislation.

If you require a disability-related accommodation during this process, please inform us of your requirements.

Interested applicants must respond in writing with a cover letter and resume to jobs@innelgin.ca

Application Deadline: Posting in effect only until suitable candidate(s) are secured.

We thank all applicants, however, only those candidates to be interviewed will be contacted.