



February 7, 2024

Internal /External Job Posting:

Maintenance Worker and Cleaner, Admin. & Operations

Permanent Full-time, BU

Posting No. 2024-01

Davenport-Perth Neighbourhood and Community Health Centre (DPNCHC) is a multi-service community agency providing programs and services from early years to adults and primary health care to a diverse range of participants within a community development and health promotion perspective. The Maintenance Worker and Cleaner will ensure that the building, its grounds and the equipment at all its locations are well maintained. **Hours of work are 2 pm-10 pm, with some flexibility. Weekend work may be required.**

Responsibilities:

- Monitor, order and deliver, where necessary, maintenance and other supplies
- Ensure that all tools and equipment are kept in good order and that minor repairs are carried out when possible
- Ensure that mechanical equipment is monitored regularly and repairs and/or service arranged for when necessary
- Ensure the grounds are regularly cleaned and maintained, including mowing of lawns, watering, sweeping, repairs to fences, maintenance of flowerbeds, raking and removal of leaves. During winter season, worker will use ATV vehicle for clearing of snow; must take, pass safety course and learn to ride from an expert
- Assist with setup of program areas and meeting rooms, with the moving of furniture and equipment when required as well as with the set up and operation of audio-visual equipment
- Washing and sanitizing toilets, sinks and floors in all washrooms, clinic beds, program and staff rooms in accordance to schedule
- Responding to emergency spot cleaning due to spills or messes of all facilities as needed
- Empty and dispose of domestic and clinical waste; handling of chemicals in a proper and safe way, according to protocols
- Maintaining high standards of cleanliness throughout the area of responsibility
- Remove marks on walls/any surfaces
- Replenish consumables (i.e. paper towels, toilet paper, soap etc.)
- Securing facilities after operating hours, ensuring building is cleared and alarm is set.

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Qualifications:

- 2-3 year's related experience
- Proficiency in Math and English at a Grade 10 level or equivalent
- Demonstrated knowledge of mechanical, electrical and security equipment sufficient to monitor and recommend servicing
- Willingness and ability to undertake heavy physical work
- Ability to carry out minor repairs on tools and equipment
- Valid driver's license
- Demonstrated ability to work independently and proactively
- Good communication skills
- Ability to work on weekends if required
- Demonstrated ability to work with people of diverse cultures and ages
- Basic computer skills and knowledge of Davenport West area are assets.

Hourly range: \$21.559 - \$23.457 per hour, plus extended health benefits and Healthcare of Ontario Pension plan (HOOPP).

This position is part of the Bargaining Unit.

Submit resume to: Posting No. 2024-01 at hire@dpnchc.ca or
mail to 1900 Davenport Road, Toronto, ON M6N 1B7.

Due Dates: Internal Applicants: 5 pm, February 15, 2024.

External Applicants: 5 pm, February 20, 2024.

Davenport-Perth Neighbourhood and Community Health Centre encourages applications from candidates, whose background is diverse in terms of culture, race, language, religion, class and gender /sexual orientation. Reasonable accommodation or any other special needs will be provided in all parts of the hiring process. If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must show proof of vaccination (2 doses) with vaccines approved by Health Canada, unless they have an exemption from vaccination under the Human Rights Code. Also required to undertake a Vulnerable Sector Screening with Police Services. Only applicants selected for interviews will be contacted. No phone calls please. DPNCHC is a perfume free environment.

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