



**OPTIONS BYTOWN NON-PROFIT HOUSING CORPORATION**

***Our vision is to provide leadership and support to end homelessness. Our mission is to offer housing and supports to assist people at risk of homelessness live independently and enrich their lives.***

**Job Description – Maintenance Worker**

**Starting Salary - \$14.53 per hour**

**Start Date - Immediate start date.**

The Maintenance Worker reports to the Maintenance Manager. He/she will be part of a team responsible for carrying out the policies and procedures of Options Bytown under the direction of the Executive Director. He/she will be part of a team that facilitates tenants' individual progress to enable them to live independently in permanent housing permitting tenant involvement with a sense of ownership in Options Bytown.

This is a part-time position (25 hours per week).

The hours are Monday to Friday, 7:00 a.m. to 12:00 noon.

This is a 3-month contract with the possibility of renewal.

**Responsibilities**

General outdoor and indoor maintenance of 1 multi-storey apartment building and older house next door :

Clean main floor lobby, lounge, public washrooms, laundry room and office areas.

Wash windows at entrance areas.

Clean stairwells and elevators.

Wash floors and baseboards in hallways.

Check building grounds for debris and clean up. Trim shrubs in summer.

Snow removal of front entrance walkways in winter.

Remove garbage and recycling from offices, lounges kitchens and bathrooms

Take garbage dumpster and recycling bins weekly for collection and return them to storage area

Other cleaning and maintenance activities as directed by the Maintenance Manager

**Qualifications** Basic knowledge and training in maintenance and cleaning procedures and at least 1 year of experience. Bilingualism an asset.

**Other Requirements** Punctuality; ability to follow instructions; ability to work as part of a team; police record check.

Send resume to: Andrea Clark  
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