



OTTAWA SALUS CORPORATION
INTERNAL/ EXTERNAL JOB POSTING

| | |
|-------------------------------|---|
| Job Title: | Building Cleaner |
| Number of position(s): | Two (2) |
| Job Type: | (2) 4-Month Temporary Full Time Unionized, with possibility of extension. (35 Hours/Week: Monday to Friday) |
| Date of Posting: | November 29, 2021 |
| Date of Closing: | December 6, 2021 |
| Start date: | As soon as possible |
| Reports to: | Property Manager |

JOB SUMMARY

Building Cleaners work to maintain Ottawa Salus Housing to desired cleanliness standards and to ensure the safety of the housing stock. This involves providing a range of services related to building cleaning and site services in Salus communities. Reporting to the Property Manager, Building Cleaners may be assigned responsibility for the cleaning of interior and exterior common areas of Salus owned buildings according to a general building schedule, which includes daily, weekly, monthly and seasonal tasks. Work may also be assigned based on temporary requirements or site conditions. Building Cleaners work toward the promotion of the agencies reputation in the community and good customer relations by appropriate and timely response to requests for work, which may include supervision of outside contractors. Building Cleaners will support the agency in its role as Landlord.

QUALIFICATIONS

- Experience working with adults with severe and persistent mental illness.
- Experience with the Residential Tenancies Act and Landlord/Tenant relations.
- Experience with commercial cleaning.
- High School Graduation.
- Excellent Fluency in English.

LANGUAGE REQUIREMENT

Full proficiency in English is required. Candidates that are bilingual in English and French will be preferred.

PRE HIRING REQUIREMENTS

- Academic certificates.
- Medical certificate.
- Criminal reference check (Vulnerable Sector Screening).
- Proof that the successful candidate has received both doses of a Health Canada approved COVID 19 vaccine at least 14 days before the first day of work, subject always to Ottawa Salus' duty to accommodate under the Ontario Human Rights Code.

RESPONSIBILITIES

Areas of responsibility for this position include, but are not limited to, the following:

Maintain cleanliness standards

- Carries out routine cleaning tasks as identified in a cleaning schedule for assigned work locations.
- Cleans vacant units as required.
- Painting of common areas, offices and vacant units as required.
- Maintains a daily log of work completed per assigned sites in the Worxhub.

- Ensures that hallways and common areas are kept clear of all debris and obstructions.
- Reports in a timely manner to the Property Manager or designated staff, all unusual or unacceptable maintenance or cleanliness problems, as well as any tenant issues that may come to his/her attention.
- Identifies any requirements for supplies or equipment.
- Operates cleaning equipment including carpet cleaners and tile polishers.
- Maintains grounds free of debris and other unsightly materials.
- May be required to remove snow from common areas, walkways and accessible units to ensure that they are free from ice and snow and are not hazardous; salts and sands stairs and walkways.
- Ensures garbage disposal areas are clean; clears garbage, papers and other debris from garbage pick-up areas and site grounds.
- Stores, uses and disposes of hazardous waste and materials safely and in accordance with safety regulations.
- Reports in a timely manner all workplace accidents or incidents.
- Ensures that work is performed in a safe manner in accordance with Occupational Health and Safety Legislation and Salus policies.

Promote healthy customer relations

- Maintain good relations with tenants and the general public.
- Works in collaboration with Salus staff and contributes to a team approach to client service delivery.
- Represents Salus in a positive manner and treats all contacts with respect and courtesy.
- Remain current with, communicate and work toward agency standards.
- Adhere to RTA and agency policy in relations with tenants.

Participate in and adhere to planning/accountability mechanisms and support reporting

- Stay familiar with agency priorities for work.
- Bring understanding of the state of buildings to team and planning meetings.
- Record activity and needed activity.
- Know and adhere to budgets.
- Conserve and promote conservation.

Supervise outside contractors

- Become familiar with contractors and their practices.
- Log times contractors spend on our sites.
- Record contractor activity.

KEY RELATIONSHIPS

- Senior Manager, Property & Administration
- Property Manager
- Maintenance Staff
- Housing Co-ordination
- Reception Staff
- Community Developers

KNOWLEDGE

- Demonstrates knowledge of the Residential Tenancies Act.

- Demonstrates knowledge of health issues and social problems associated with psychiatric disabilities and the impact of mental illness on functional capacity.
- Demonstrates knowledge of Ottawa Salus policies and in particular Housing Policies.
- Demonstrates knowledge of janitorial functions for residential buildings and communities.
- Working knowledge of Occupational Health and Safety practices and legislation.
- General knowledge of policies and procedures related to health and safety.

SKILLS

- Must possess the physical and technical capabilities to perform the duties of the position.
- Able to work in extremes of temperature.
- Ability and skills to perform interior and exterior cleaning and janitorial functions.
- Able to identify, avoid and resolve points of conflict with co-workers and clients.
- Able to create work plans, adhere to routines, manage time and work to deadlines.
- Able to record and accurately report work.
- Able to communicate effectively with work related contacts.
- Able to respond to crisis.

SUITABILITY

- Displays values and attitudes in keeping with work with our client group (respect, sensitivity, caring and support toward a diverse population) and, in particular, a belief in the rights of persons with psychiatric disabilities.
- Respects confidentiality
- Demonstrates excellent judgment in regards to completing tasks.
- Shows a commitment to work.
- Demonstrates an ability to resolve workplace conflict.
- Manages stress related to the work environment.
- Able to balance multiple demands and set priorities.
- Shows initiative, independence, creativity and flexibility.

SALARY AND BENEFITS

The salary for this position is \$19.67 - \$22.71 as per the Collective Agreement.

WHY WORK AT OTTAWA SALUS?

Salus has a proven record of accomplishment of supporting clients and tenants with serious and persistent mental illness in the Ottawa area. The value of our work we provide to our clients and tenants is changing lives. The pride felt by our staff makes working here a fulfilling experience.

We offer all these and many more including:

- Competitive earnings
- Generous Health benefits and pension plan (HOOPP)
- Compressed workweek
- Flexible work start and end times
- Paid vacation days
- A friendly team who create a great work environment

APPLICATION INSTRUCTIONS

If you wish to apply for this position, please send your resume with a cover letter by email to HR@salusottawa.org with the subject heading "**Building Cleaner 2021**" by 4.30 pm on **December 6, 2021**.

We thank all applicants for their interest; only those selected for an interview will be contacted.

Ottawa Salus is an equal opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application. Candidates requiring accommodation during the interview process should advise in advance.

The successful candidate must be eligible to work in Canada.