



Supply Custodian

*It takes a community to
raise a family...*

Mission Statement: The creative and innovative leadership of MCRC with the Halton community will develop and deliver services to inspire and support children, their families and professionals.

Date Posted: August 2017

Position: Supply Custodian

Number of Vacancies: 1

Location: 410 Bronte Street South, 420 Bronte Street South and Bruce Trail Public School

Hours/Week: On call as needed. Evenings and Saturdays

Salary: \$14.00/hour

Reports To: Associate Manager, Corporate Services

Job Description/Responsibilities:

- Ensure a clean and sanitary environment.
- Sweep, vacuum and mop floors and stairways.
- Clean and sanitize bathroom surfaces including toilets, sinks, counters, dispensers, door handles and light switches.
- Clean windows, mirrors, counter and other surfaces.
- Restock paper towel, toilet tissue and hand soap.
- Empty trash cans and recycle bins, organize garbage and recycle areas.
- Spot clean to remove scuffs, dirt and fingerprints as required.
- Identify and communicate any major maintenance repairs required, any needed equipment repairs, any shortage of supplies or the presence of any deficiencies.
- Perform light maintenance duties as required.
- Following WHMIS procedures, ensure the safe use of and storage and labeling of all cleaning materials and equipment.
- Working with minimal supervision, ensure health and safety procedures are observed at all times.
- Attend all regular staff meetings.
- Complete special projects and other duties as assigned.

Qualifications:

- Previous housekeeping experience an asset.
- Current WHMIS training an asset.
- Ability to follow all safety procedures.
- Ability to work flexible hours when necessary.
- Ability to lift and carry objects up to 20 lbs., push/pull carts or objects up to 30lbs., and withstand periods of walking/standing and frequent bending and twisting.
- Strong organizational skills and the ability to manage time and workload independently.
- Satisfactory Criminal Record Check and Vulnerable Sector Screen

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodations during the recruitment process in your application email.

Please forward your cover letter and resume to Vanessa Muraca, Human Resources Representative, at vanessam@mcrc.on.ca