



**CITY VIEW CENTRE FOR CHILD AND FAMILY SERVICES  
INTERNAL/ EXTERNAL JOB POSTING**

POSITION INFORMATION	
POSTING DATE	October 7 <sup>th</sup> , 2024
CLASSIFICATION	Housekeeper/Custodian
DURATION	Supply (On call)
DEPARTMENT	Operations
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• English language comprehension, communication</li> <li>• Knowledge of cleaning methods and procedures.</li> <li>• A level of reading, comprehension and writing skills in the English language, sufficient to understand oral and written instructions or directions and written information regarding site activities.</li> <li>• A level of mathematical skills sufficient to perform calculations such as cleaning fluids ratios.</li> <li>• Demonstrated skill and knowledge in custodial practices and equipment such as floor maintenance equipment, e.g., scrubbers, washing machine, dryer, dishwasher and buffers.</li> <li>• Successful completion of secondary school graduation diploma, or equivalent.</li> <li>• Current Standard First Aid and CPR/AED certification(asset)</li> <li>• Medical assessment, prior to commencement of work</li> <li>• Police Records Check, renewed every five years</li> <li>• “Worker Health and Safety Awareness in 4 Steps” certificate</li> <li>• Excellent time management skills; highly organized</li> <li>• Understands Ottawa Public Health standards for cleanliness</li> <li>• Understands the Agency expectations for hygienic maintenance of all areas of the building and storage areas</li> <li>• Minimum of one (1) year working experience</li> <li>• Good personal cleanliness habits</li> <li>• Independent, self-motivated, flexible</li> </ul>
SKILLS, ABILITY AND EXPERIENCE	<ul style="list-style-type: none"> <li>• Promotes the principles and practices of maintaining a clean and sanitary environment as per the custodian’s work schedule</li> <li>• Clearly communicate with all members of the centre’s staff and management teams</li> <li>• Knowledgeable and proficient in proper cleaning procedures, SDS sheets, etc. i.e. using caution signs on wet floors; specific cleaning solutions for specific areas</li> <li>• Ensures housekeeper/custodian’s workspace and equipment are kept clean and tidy at all times</li> <li>• Collect laundry from hampers outside the classrooms.</li> <li>• Ensures necessary equipment is in good operating condition</li> <li>• Seeks training and guidance in tasks whenever necessary</li> <li>• Clean floors by sweeping, mopping, scrubbing, or vacuuming</li> <li>• Vacuum carpets in front entrances and playground exists</li> </ul>



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	<ul style="list-style-type: none"><li>•Gather and empty trash and recycle items regularly</li><li>•Wash garbage cans and recycle bins as needed</li><li>•Clean windows, glass partitions, and mirrors</li><li>•Dust door frames and ledges</li><li>•Wipe the snack table with a solution</li><li>•Must be able to left heavy objects</li><li>•Spot clean walls, doors and baseboards</li><li>•Inform the Manager of any supplies and equipment needed for cleaning and maintenance</li></ul> <p><b>Housekeeper task include;</b> Washing and drying of sheets, cloths, towels etc Washing dishes, putting them away Setting up carts as per instructions</p>
SHIFT	Supply Hours
HOURS	On call
WORK WEEK	Monday to Friday
RATE OF PAY	\$17.20
START DATE	October 30th
<b>APPLICATION INSTRUCTIONS:</b>	
Applications must be received by 12:00 noon on October 18 <sup>th</sup> 2024 to be eligible for consideration.	
SEND TO	Favour Omuvwie f.omuvwie@cityviewcentre.ca