



CUSTODIAN – CASUAL/CALL-IN

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River.

The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,110 (2016 Census). It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

We are seeking a Custodian to work on a casual/call-in basis to join our team in Fort Frances, ON. Reporting to the Supervisor of Infrastructure & Asset Management, the Custodian is responsible for maintaining the appearance and cleanliness throughout assigned projects and RRDSSAB buildings, including custodial services, preparing vacant units, painting, grounds-keeping and performing minor maintenance duties. Additional duties include general security, showing vacant units, completing inspections and will require travel throughout the District.

The Casual Custodian will possess the following qualifications:

- Grade 12 diploma with a minimum of one (1) year work-related experience and the ability to understand routine work procedures.
- Knowledge and experience using cleaning supplies and equipment, operating grounds maintenance equipment/hand tools and performing minor maintenance.
- Knowledge and experience performing daily custodial duties such as cleaning floors, carpets, walls, windows, stairwells, public washrooms, common rooms, and laundry rooms.
- Knowledge and experience preparing vacant apartments for tenants, including but not limited to, strip/clean/wax floors, shampoo/vacuum carpets, wash windows/walls, patch/paint surfaces, and clean/repair appliances.
- Knowledge and experience to safely operate, inspect and maintain equipment such as lawn tractors, mowers, hedge trimmers, weed-eaters, snow-blowers and other maintenance equipment.
- Ability to remove snow and ice from sidewalks, driveways, parking lots, balconies, including sanding and maintaining evacuation paths.
- Possess effective verbal and written communication skills and the ability to exercise courtesy, tact, discretion and persuasion.
- Ability to work independently, cooperatively, and responsibly with minimal supervision, and within a team environment.
- A valid driver's license and access to a vehicle.

Candidates with an equivalent combination of education and experience may be considered. Interested candidates are invited to submit a cover letter and résumé, including three work-related references, no later than **12:00 noon (CST) on Tuesday, August 8, 2017** to:

Joanne Spence, B.HRLR, CHRL, Human Resources Officer
Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, ON P9A 1H2
Competition #HR-07-2017-CUST
PRIVATE & CONFIDENTIAL

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. Information gathered is in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection and, for the successful applicant, relevant human resource purposes. The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format, upon request.