

CUSTODIAN
Permanent Part-time Position, Atikokan, ON
(20 hours/week)

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 15,401 sq. kilometers and has a population of 19,437 (2021 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.

The RRDSSAB is seeking a Custodian person on a permanent part-time basis. This position is scheduled to work Monday to Friday, four (4) hours per day for a total of twenty (20) hours per week. Note that the opportunity to work up to full-time hours (40 hours/week) may be available, dependent upon the circumstances. You will also be required to participate and be on Stand-by for snow removal and to respond to emergency maintenance outside of regular work hours on a regularly scheduled basis. You will be required to be available to work flexible hours and overtime on occasion, as requested.

Reporting to the Maintenance Supervisor, 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 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.
- Must provide the satisfactory outcome of a CPIC Vulnerable Sector Screen as a condition of employment.
- Must submit proof of being fully vaccinated against COVID-19 or proof of a medical contraindication as a condition of employment.

This is an open-ended recruitment call, subject to change. The 2023 hourly rate of pay for this position is \$23.07. We offer a competitive salary, an excellent benefit package and participation in the OMERS Pension Plan. Candidates who meet or exceed the requirements for this challenging position are invited to submit a resumé and cover letter, including three work-related references 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-13-2023-CUST-PPT-20-WK-ATIKOKAN
PRIVATE & CONFIDENTIAL
OR email to: joannes@rrdssab.on.ca

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.