



A TURNING POINT
FOR WOMEN

Job Posting

Position:	Caretaker
Accountability:	Communications and Fund Development Manager
Hours of Work:	35 hours per week
Rate of Pay:	Start Rate: \$16.48 per hour; Job Rate: \$16.99 per hour
Location:	YWCA Durham Community Enrichment Centre, 1 McGrigor Street, Oshawa
Start Date:	December 2022 or January 2023
Contract Length:	24 months – funding provided by Ontario Trillium Foundation

SUMMARY OF DUTIES:

The incumbent performs general cleaning and minor maintenance duties for YWCA Durham, Community Enrichment Centre and works with other caretaking staff at other YWCA Durham sites as necessary.

1. Performs daily, weekly and monthly general cleaning, as per task list, to all indoor facilities of building including but not limited to, sweeping and mopping of floors, vacuuming and cleaning bathrooms within the Department
2. Performs seasonal ground maintenance such as, snow removal and grass cutting, regular clean-up of garbage, etc.
3. Performs general repairs and responds to minor maintenance issues i.e. plugged toilets, leaky taps, changing door handles, etc.
4. Observes and reports repairs and maintenance to Manager
5. Collects all garbage and recycling from designated areas and is responsible for maintenance and cleanliness of such areas.
6. Responsible for the monitoring of custodial supply inventory
7. Assists with set up and take down of room rentals as required.
8. Respond in a positive manner to all relevant inquiries from clients, outside contacts, staff, etc.
9. Assists/supports co-workers within the YWCA Durham Team
10. Attends all staff meetings and training sessions as assigned
11. Performs any other cleaning/light maintenance related duties that may be assigned for the efficient and effective operation of YWCA Durham
12. Performs all in keeping with the philosophical framework set out in the Mission Statement, values and objectives of the YWCA Durham

QUALIFICATIONS:

1. Grade 12 education or equivalent, preference will be given to graduates from a recognized property maintenance and/or custodial/cleaning program
2. 1 year experience in a custodial/maintenance role
3. Certificates of WHMIS and Health and Safety Procedures
4. Physically able to complete all responsibilities and duties, heavy lifting is required
5. Ability to work independently and as part of the YWCA team
6. Understand, respect and maintain the confidentiality of the YWCA and program participants
7. Ability to serve clients and customers in a positive, professional and non-judgmental manner
8. Good organizational, time management, problem solving and decision making skills are essential
9. Must have a valid driver's license and reliable transportation
10. Current CPR and First Aid training is an asset
11. Understand the unique and diverse needs of women and children and be supportive of the YWCA philosophical framework

Submit Letter of Interest and Resume by

Debra Mattson
Communications and Fund Development Manager
dm@ywcadurham.org

The YWCA of Durham seeks to be an equal opportunity employer. We encourage applications from women of all race; colour; ethnic origin; religion; ability and sexual orientation.