



JOB OPPORTUNITY

Position Title:	Janitor (2 Positions Available – one early morning shift & one afternoon shift)
Department:	Facility Operations – Cleaning Services
Supervisor	Manager, Housekeeping & Janitorial Services
Compensation:	\$18.49 per hour (probationary rate)
Hours:	40 hours per week - flexible schedule required
Terms:	Full-time / Permanent
Posting Date:	September 21, 2017
Closing Date:	September 29, 2017
Apply to:	<u>hr.stmikes@utoronto.ca</u> Attention: Human Resources Officer (please include position title in subject line of email when submitting resume and cover letter)

Profile

The University of St. Michael's College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, "Teach me goodness, discipline and knowledge," sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual thought thrives in a context of academic freedom and rigorous debate. The University of St. Michael's College boasts a large and dynamic undergraduate division, a Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

Position Summary

Reporting to the Manager, Housekeeping & Janitorial Services and working with the lead hand, this position is responsible for assuring quality service to assigned buildings, maintaining college standards of cleanliness and undertaking their duties in a professional and courteous manner.

Duties and Responsibilities

- Clean and sanitize washrooms using established practices and procedure.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- Lock and unlock assigned buildings; secure buildings when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies.

- Assist grounds personnel with snow removal during heavy snow fall in the early morning (5:00 am to 5:00pm)
- Available after hours for snow removal/emergencies.
- Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas around buildings using hand-operated tools or small power equipment.
- Snow removal around entire campus as required using shovels or snow blowers
- Move furniture, equipment, supplies and tools as required.
- Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
- Attend safety meetings and other related meetings.
- Safely operate all vehicles and other job related equipment.
- Attend classes as required in cleaning methods and techniques, new products, First Aid, CPR.
- Handle recycling materials.
- Call in work orders as needed
- Assist with inventory control.
- Available to work overtime as required.
- Perform related duties as required.

Experience

Minimum 1-2 years in the cleaning/janitorial/custodial field

Must have substantial work experience with the following equipment: floor polisher, vacuums (all types), carpet shampoo machines, carpet extractors and other related equipment.

Education

High School diploma or equivalent combination of education and experience

Satisfactory command of the English language is necessary in order to deal with staff, visitors, students, faculty and co-workers.

Physical Demands

Physically capable of clearing snow, moving furniture and operating all cleaning equipment and material without restriction.

We thank all applicants for their interest. Only those considered for an interview will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael's College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or hr.stmikes@utoronto.ca.