

**Prince George & District ELIZABETH FRY SOCIETY
My Sister's Place Janitorial (Prince George)
Job Description**

Job Summary: Performs routine cleaning and minor maintenance of buildings and grounds as required. A good physical fitness level is a requirement of this position since direct delivery of services may involve walking, standing, kneeling, lifting, etc.

Reports to: My Sister's Place Program Manager

Classification: Janitor

Grid Level: 03

Key Duties and Responsibilities:

- Cleans, washes and disinfects building areas such as walls, windows, ceilings, floor, carpets, air vents, furniture, mattresses, blinds, washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing, buffing, using various manual and power cleaning equipment.
- Collects and disposes of refuse and maintains clean refuse areas; performs spot clean-ups as required.
- Maintains and cleans parking lots and sidewalks using hand brooms, shovels and other equipment to remove dirt, leaves, snow and other refuse. ; performs minor gardening tasks such as mowing and trimming lawn, weeding, watering
- Performs minor maintenance on buildings, grounds, furniture, electrical fixtures and plumbing; such as unplugging sinks and toilets, replacing tap washers, light bulbs
- Participates in move-in and move-out procedures as part of the My Sister's Place Team.
- Sets up furniture and does basic cleaning of units when required. Maintains various logs, key registers and other records; assists in taking inventory; orders and maintains janitorial supplies
- Secures the building by arming alarms, locking doors and windows when required.
- Performs other duties as required.

Qualifications:

Education, Training and Experience:

Grade 10 with three (3) months recent related experience or an equivalent combination of education, training and experience.

Job Skills and Abilities:

- Demonstrated cleaning and janitorial knowledge and ability
- Good interpersonal behavior and communication skills;
- Organization, time and general management skills;
- Written and verbal communication skills
- Ability to work independently

Additional Information:

The janitor will be required to work outside normal working hours. A good physical fitness level is a requirement of this position since direct delivery of services may involve walking, standing, kneeling, lifting, etc.

Ethical Standards:

- Encourage and practice honest and open communication with manager, staff, visitors, volunteers and general public
- Maintain non-judgmental attitude
- Practice diplomacy
- Encourage cooperation and teamwork
- Follow policies and procedures
- Support the mission, vision and philosophy of the Elizabeth Fry Society

Office Procedures:

- Maintain accurate, relevant, up-to-date documents
- Complete duties as required
- Keep daily time-sheet and submit bi-weekly
- Keep up-to-date on pertinent information and correspondence
- Complete incident report within 24 hours of incident as directed in policy manual

Professionalism:

- Attend meetings as directed by manager
- Give accurate feedback to manager
- Accept and encourage feedback from manager and supervisor
- Participate as a cooperative, helpful team member
- Maintain a professional manner with all persons you meet through the Elizabeth Fry Society
- Participate in additional activities as directed by the manager.