



fred victor



INTERNAL/EXTERNAL

Position:	Cleaner
Type:	Permanent, Full-time, Bargaining Unit
Hours:	35 hours per week
Rate:	\$35,756.65 - \$36,486.38 per year
Supervisor:	Property Manager
Posting Date:	
Application Deadline:	
Location:	40 Oak St. Toronto, ON M5A 2C6

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at www.fredvictor.org. Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

The Cleaner is responsible for providing daily cleaning of the Program space and kitchen along with the administrative office and meeting areas.

Responsibilities

1. Daily cleaning of the main program space and kitchen:
 - a) Sweep and damp mop the program rooms, kitchen, entrance/hallways and reception;
 - b) Clean washrooms;
 - c) Sweep the stairs and elevator;
 - d) Clean interior windows and dust window ledges;
 - e) Empty the garbage and recycling daily;
 - f) Ensure cleaning supplies are ordered and manage supply inventory; and
 - g) Notify Property Manager when maintenance is required.

2. Weekly cleaning of the administrative offices and meeting rooms:
 - a) Dust and wipe flat surfaces – desks and filing cabinets;
 - b) Sweep and damp mop the offices and hallways;
 - c) Clean interior windows and dust window ledges;
 - d) Empty the garbage and recycling from offices;
 - e) Clean reception desk; and
 - f) Notify Property Manager when maintenance is required.

3. Participate as a Fred Victor / CRC Team Member:

- a) Attend staff meetings; trainings; agency functions as appropriate;
- b) Role model professional behavior and positive communication with participants, volunteers and partners;
- c) Promote a culture of health and safety within our space; and
- d) Represent Fred Victor / CRC values in our community.

Qualifications and Experience:

- WHMIS training an asset, training will be provided.
- Related experience in commercial cleaning.

Knowledge and Skills

- Reliable and trustworthy.
- Able to work independently and with minimal supervision.
- Ability to work sensitively with people of diverse backgrounds who experience poverty/discrimination.

The final candidate(s) will be required to provide a current police reference check prior to being hired.

Please submit a resume and cover letter by e-mail no later than Tuesday, September 29, 2020 at 5:00 pm to:

**Paul Prince
pprince@fredvictor.org
Property Manager
40 Oak St. Toronto ON
M5A 2C6**

NO PHONE CALLS OR FAXES

We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.

Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.