

## Job Posting

**Position Title:** On Call Custodian

**Employment Status:** Casual On-Call

**Job Posting Deadline for Internal Candidates:** March 26, 2024, at 5:00pm

**Salary Range:** \$20.34/hour – \$21.15/hour, commensurate on skills and experience, plus participation in HOOPP

**Position Reports To:** Manager, Infrastructure Management and Operations

**Location:** Flexibility to travel to all Durham CHC Sites (Ajax, Pickering, Whitby, Oshawa)

### Organization Overview

**Durham Community Health Centre (DCHC)** is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on local health care by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

### DCHC's 2023 – 2026 Strategic Goals

- Drive Program and Service Integration and Client Experience Across All that DCHC Does
- Evolve Program Offerings to Improve Health Equity and Meet the Needs of DCHC's Priority Populations
- Establish DCHC as a System Advocate and Champion for Equity
- Enhance DCHC's Brand and Awareness Across Durham Region
- Become an Employer of Choice with a Focus on Recruitment, Retention, and Development

### Position Overview

Part of the Corporate Services group, the Custodian ensures that the building and grounds are always clean, tidy, secure and safe in accordance with the agency's policy and procedures, particularly as pertains to our clinical environment protocols for infection control, and overall health and safety requirements. This position does not have a set work schedule and must be available on short notice to report to work.

### **Key Responsibilities:**

- Cleaning of all areas of the facility including grounds per cleaning schedule, and in accordance with the agency's policy and procedures.
- Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner, in order to ensure the safety of staff and public. Main activities:
  - a. Secure storage areas
  - b. Ensure cleaning materials and supplies are stored in safe/orderly manner
  - c. Maintain adequate supply of cleaning materials and supplies
  - d. Restock materials and supplies
  - e. Make note of the need for equipment repairs.
- Set up and takedown of furniture and equipment for program activities.
- Opening and closing of facility per agency's policy and procedures.
- Actively provide feedback to manager aimed at increasing efficiency and reducing costs.
- Coordinate responsibilities with manager and other custodian/(s) to ensure that all custodial task items are completed as scheduled.
- Grounds keeping.
- Snow removal from entrances, exits, patios, walkways, and pavement.
- Any other duties as assigned from time to time.

### **Other duties within scope of duties include:**

#### **Health & Safety**

- Ensures scope of duties/accountabilities adheres to the established Health & Safety program, policies and procedures.
- Ensures work performed are in a safe and healthy manner in keeping with the Agency's obligations under the Occupational Health & Safety (OHSA) legislation, and as guided through the Agency's Health & Safety program.

### **Key Qualifications**

- Knowledge of standard cleaning procedures, chemicals, products and equipment related for medical facilities and overall office environment.
- Knowledge of Health & Safety procedures in relation to building cleaning services, including WHMIS.
- Experience with microfiber cleaning systems or equivalent preferred.
- Familiar with infectious disease prevention and control and PIDAC or equivalent.
- Familiar with the use of email and Microsoft outlook.
- Must have experience in all areas of facility custodial/maintenance/janitorial/cleaning.
- Grade 12 education at minimum, or equivalent required.
- Basic computer literacy required.
- Effective communication and team player skills.
- Must have demonstrated customer service skills and experience.

### **Physical /Sensory/ Mental Demands Analysis:**

- Physically demanding position, requiring time spent standing, walking, lifting heavy objects, operating medium weight cleaning equipment such as floor buffers, sweeping and mopping floors and moving desks and furniture.
- May require extensive stretching and bending, often in awkward positions.
- May require operating floor polishers and waxers, particularly difficult on back muscles.
- Regular work involving dangerous and toxic cleaning products that can be harmful to one's health if not properly utilized. In some cases, these products may present unpleasant odours.
- May be required to clean up blood, saliva and other bodily fluids that are unpleasant to deal with (e.g., washroom facilities maintenance, accidents in office environment).
- Many of the cleaning materials present noxious fumes and have powerful odours. If not handled properly, the cleaning materials may cause injury, sickness and/or skin irritation and rashes.
- Stress can be caused by the condition of washrooms and by coming across unpleasant situations in other areas of the health facility.

**Full vaccination against COVID-19 is mandatory for this position (Durham CHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).**

### **Application Process:**

- 1) If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to [recruiting@durhamchc.ca](mailto:recruiting@durhamchc.ca). This position will remain posted until filled.
- 2) While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- 3) All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- 4) All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

**Durham Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility:** If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to [recruiting@durhamchc.ca](mailto:recruiting@durhamchc.ca). **Durham Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**