



A TURNING POINT
FOR WOMEN



YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women escape violence, move out of poverty and access safe, affordable housing. We work tenaciously to break down barriers that hold women back from achieving equality.

Internal and External Job Posting
Relief Caretaker (2 Positions Available)
Property Services
JOB ID: PROP0227

Employment Type:	Relief
Work Hours:	As Needed / Casual Hours
Hourly rate:	\$18.14 per hour
Location:	Toronto, Ontario

ABOUT YWCA TORONTO

YWCA Toronto is dedicated to improving the lives of women and girls. We help women and girls flee violence, secure housing, find jobs, establish their voices, enhance skills and develop confidence. We offer a range of housing options, employment and training programs, community support programs, girls' and family programs. We also engage in systemic advocacy.

KEY RESPONSIBILITIES

- Responsible for maintenance work and cleaning, general upkeep and minor repairs. This includes disposing of refuse, litter, recycling, and garbage. Maintains the garbage areas, chute rooms and garbage rooms including cleaning the equipment, and areas of the building, air vents, fire hose cabinets, and elevator tracks. Assists with painting and pest control;
- Assists with plumbing work, changing washers, clearing blockages and changing taps and flushometers. Performs minor electrical, plumbing and carpentry duties and other repairs;
- Records work orders in a computerized maintenance management software (CMMS);
- Fixes and or replaces locks, electrical fixtures, smoke detectors, outlets, window screens;
- Responsible for refurbishing apartments after occupancy, including cleaning, painting and minor repairs;
- Maintain grounds cutting grass and watering as required;
- Moves equipment, supplies and furniture as required;
- Ensures that appropriate safety supplies, equipment and materials are onsite and that tasks are performed in compliance with WHMIS and other legislated requirements including the Health and Safety Act;
- Checks mechanical areas and fire panels on a daily basis;
- Reports all disturbances, vandalism or other emergencies to the supervisor;
- Ensures that the Health and Safety Guidelines are followed in accordance with the policies and procedures of YWCA Toronto;
- May be required to work at different YWCA Toronto locations.

QUALIFICATION

- A generalized education at the high school level with technical training in electrical, plumbing or building maintenance;
- 1 to 3 years directly related experience in caretaking and general maintenance;
- Knowledge of cleaning products and their use;
- Ability to lift 25 kilograms;
- Experience operating buffers, steam cleaners, power washing machinery, wet and dry vacuums, floor stripper, and other equipment such as snow blowers, garbage machinery;
- Experience in minor maintenance including lock changes, minor plumbing and carpentry
- Completion of WHMIS training;
- Ability to interact in a respectful and professional manner with a diverse community of women and young women within shelter and housing environments.

HOW TO APPLY

Please submit your cover letter and résumé to: Susan Aharan, Facility Manager
propertyjobs@ywcatoronto.org. Please quote JOB ID number PROP0227 and your name in the subject line.

Please note: A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is not within the Bargaining Unit. For internal applicants, this position is not secondable.

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, ethnic origins, religions, abilities and sexual orientations.

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace

Posting Date: May 15, 2019