

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.*

C #2018-03

**JOB OPPORTUNITY  
RELIEF MAINTENANCE WORKER  
Ongoing**

**GENERAL DESCRIPTION:**

The Relief Maintenance Worker, reporting to the Facilities Manager and working out of the 349 Ontario Street location, is responsible for cleaning and maintenance, ensuring safe and healthy operation of the building, and responding to emergencies as required and necessary.

**MAJOR DUTIES:**

- Overall maintenance and cleaning of the building, including mopping, sanitizing of toilets/urinals, sinks, showers, tabletops, sweeping, vacuuming of various rooms and offices, as well as snow removal.
- Periodic washing of walls.
- Moving supplies, assisting with receiving shipments.
- Ensure a secure building and a clean, safe and healthy work environment.
- Setting up tables, chairs and /or other equipment for meetings, special events, etc.
- Experience with and adherence to emergency and fire procedures.
- Repair and maintenance of equipment, furnishings, etc.
- Responsible for building lock-up and liaison with security & emergency services if needed.
- Cleaning and maintenance.
- Maintaining sufficient inventory levels of supplies.

**REQUIREMENTS & QUALIFICATIONS:**

- Minimum 2 years related training and experience with internal/external building maintenance.
- Knowledge of Health and Safety standards, building codes and fire regulations, etc.
- Knowledge of and the proper use of cleaning equipment and supplies.
- WHMIS training.
- Promptness, reliability, high level of responsibility.
- Ability to follow direction and be flexible within the work environment.
- Ability to work independently.
- Be able to lift at least 50 pounds.
- Must have telephone.
- Be available for day, evening and weekend shifts.

This is a brief summary. For a complete job description, please contact Human Resources.

**Terms:** This is a bargaining unit position  
**Pay Rate:** Start rate: \$16.72/hr; job rate: \$17.32/hr  
**Hours of Work:** Flexible (on as needed basis)

**Posting Date: Feb. 2, 2018**

**Internal Closing: Open**

**External Closing: Open**

**To apply, submit your resume and cover letter with “Relief Maintenance Worker, Job #C2018-03” in the subject line of your email or fax to:**

**Human Resources Central Neighbourhood House, 349 Ontario Street, Toronto, ON M5A 2V8  
Fax: 416 -925-1545 E-mail: careers@cnh.on.ca**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.