



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
 Step By Step Child and Family Center
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JOB DESCRIPTION

General Information

Job Title: Maintenance Worker
Sector: Support Services
Terms: Summer Student
Supervisor # 1: Maintenance Coordinator
Supervisor # 2: Executive Assistant
Date of Job Description: March 2018
Date of Revisions: March 2023

General Description of the Job	
<p>Under the immediate supervision of the Maintenance Coordinator and the Executive Assistant, the Maintenance Worker helps maintain the physical facilities of Step by Step Child and Family Center, in a secure, clean and pleasant environment.</p>	
Description of the Job	
Responsibilities	Tasks
<p>To do the housekeeping tasks of building and grounds as required.</p>	<ul style="list-style-type: none"> - Ensures that building is clean, sanitary and neat for the beginning of programs and services each day - Ensures that outdoor grounds are well kept including lawn maintenance and gardening - Ensures outdoor building structure is maintained including washing of windows and doors - As required, does painting and some carpentry, and any other repairing tasks - Ensures tools and cleaning equipment are maintained - Makes requests for equipment, tools and supplies required to ensure efficiency in keeping the building up to date - Is aware of and complies with the emergency procedures of the center

Responsibilities	Tasks
To practice safe working habits while working in the center to comply with Occupational Health & Safety Standards	<ul style="list-style-type: none"> - Takes safety precautions (i.e. wear goggles, gloves, proper foot wear and clothing) - Reports any faulty equipment to his/her supervisor - Ensures safety hazards are dealt with promptly - Reads chemical labels properly and take proper measures - Performs maintenance on equipment or furniture that is broken as required
Responsibilities	Tasks
To do general office tasks	<ul style="list-style-type: none"> - Runs errands as delegated by supervisor that are relevant for operations of the center - Checks inventory of cleaning materials, tools, etc and reports to supervisor
To perform any and/or other job related duties as required by the position	<ul style="list-style-type: none"> - The duties must be job relevant and related to the Vision, Mission and Mandate of the center - All duties will take into consideration the knowledge, skill and ability of the individual
Working Conditions	
<p>The employee must be familiar with the use of general work tools and equipment such as (but not limited to): lawnmower, whipper snipper, floor washer machine, broom/mop, etc.</p> <p>The employee must be able to work under pressure and in high stress situations.</p> <p>The employee is regularly required to stand, kneel, crouch and lift heavy objects up to 50 lbs while performing the duties of the job.</p> <p>The employee must be able to work in different temperature (i.e. outside and indoors).</p> <p>The employee is required to be flexible. He/she may be required to work different shifts including evening and some weekends.</p>	

Contacts

Maintenance Coordinator: to work under the immediate supervision

Executive Assistant: to work under the supervision

Maintenance Staff: to coordinate special events and make arrangements for maintenance requests

All Staff: to handle any maintenance request and address any inquiries regarding the maintenance of the building and its facilities

Children & Families: to maintain a safe, clean and healthy environment for all visitors to the center

Accountability

- To perform all duties and responsibilities mentioned in the job description
- To keep facilities safe and clean and pleasant at all times.
- To adhere to the safety of children, staff and parents when on premises.
- To maintain good relations with children, families, staff and the community
- To maintain confidentiality
- To maintain a positive image of the center for the public, families and children
- To comply with the Sanitation Code
- To comply with the Occupational Health and Safety Standards

Qualifications

Certification and/ or level of formal education:

- Minimum completed Secondary 4 (grade 10)
- Experience in job related area is a definite asset
- CPR, First Aid (specific to Child Care) is an asset
- Must not be guilty of a criminal offense in a job related area (18 years old +)

Skills requirements:

- Capable of working in a team setting within an inclusive environment
- Good communication skills
- Ability to utilize various work tools
- Ability to organize, prioritize and multi-task
- Ability to show initiative and flexibility
- Knowledge of building and ground maintenance procedures
- Knowledge of Mohawk culture and language is an asset, willingness to learn is essential

Signature of Student

Date

Signature of Supervisor

Date

STUDENT MAINTENANCE WORKER WORKPLAN

Week	Activities	Responsibilities
1-2	<p>During the first week of work, the employee will receive an orientation to Step by Step Child and Family Center (SBSCFC) which includes administrative and operational procedures. The employee will receive an introduction to his/her team, and other staff they will be working with over the course of his/her employment.</p> <p>During the course of the first two (2) weeks the employee will be provided with an in depth orientation and training at in the Maintenance Department. This will include cleaning the classrooms, offices, up-keeping the yard/school grounds, and familiarizing him/herself with all emergency procedures, etc.</p>	<p>To become familiar with the building and work schedule</p> <p>To be introduced and acquainted with all staff, parents and children of the center.</p> <p>To carry out the duties and responsibilities of the maintenance worker position as per job description</p>
3-4	<p>The employee will meet with the supervisor for a check in to see how it is going and what areas of the position he/she feels they need more training.</p>	<p>To meet with the supervisor and discuss, receive and provide feedback on the position.</p>
5-8	<p>The employee should be very comfortable and familiar with the maintenance work schedule and procedures.</p> <p>The employee will be expected to be flexible and work different shifts as required.</p>	<p>To carry out the duties and responsibilities of the Maintenance Worker position as per job description.</p>
<p style="text-align: center;"><i>Throughout the course of employment, the employee is expected to carry out the duties and responsibilities of the positions as delegated. He/she is expected to seek answers when unsure and will welcome any feedback from his/her team.</i></p>		