



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: KSSEP (Summer Student)
Date of Job Description: March 2018
Date of Revisions:

The Incumbent

Name of Incumbent:
Date of employment:
Supervisor # 1: Maintenance Manager
Name of Supervisor: Joseph Lahache
Supervisor #2: Executive Assistant
Name of Supervisor: Kwaronienhawi Jacobs

General Description of the Job

Under the immediate supervision of the Maintenance Manager, the Maintenance Worker helps maintain the physical facilities of Step by Step Child and Family Center, in a secure, clean and pleasant environment.

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.
<p>To practice safe working habits while working in the center to comply with Occupational Health & Safety Standards</p>	<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

~~Contacts~~

Maintenance Manager:: 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
- Must not be guilty of a criminal offense in a job related area

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
 - Capable of working in English
 - Working knowledge of French is an asset
- ~~Good interpersonal skills~~
~~Ability to utilize various work tools~~
~~Ability to multi-task~~
~~Knowledge of building and ground maintenance procedures~~
~~Knowledge of Mohawk culture and language is an asset, willingness to learn is essential~~
~~Capable of working in English and a working knowledge of French is an asset~~

Signature of Student

Date

Signature of Supervisor

Date