

POSITION: GENERAL CARETAKER**JOB POSTING #:**

DEPARTMENT:	Huron Lodge	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543181
POSTING STATUS:	Regular full-time	POSITION #:	1962
# OF POSITIONS:	1	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	Yes	SALARY RANGE:	\$20.25 to \$23.84 per hour
		HOURS PER WEEK:	40.00

DUTIES:

Reporting to the Supervisor, Maintenance, Contracts, Special Projects or designate to perform all necessary cleaning duties in the facility such as sweeping, mopping, dusting, clean bathroom facilities, furniture, windows, walls, ceilings, floors, vacuuming, clean sinks and toilets, air vents, appliances, collect garbage, replenish paper and chemical supplies; perform outside duties related to lawn and garden area, parking lot, snow and ice removal; perform security duties; assists with moving resident bed and belongings, set up rooms for special events, deliver clean laundry to residents' rooms, take down draperies and re-hang when clean; paint; strip and wax floors; perform all general tasks associated with the operation of the laundry division including washing, drying and ironing of all laundry processed at Huron Lodge; to sort, bag and fold all linen and clothing; to perform all mending, patching and repairing necessary to keep linen and clothing in good repair; to mark all linen and clothing; to distribute linen and clothing throughout the home; to keep linen, laundry rooms and all equipment clean; duties as assigned under Emergency Preparedness Plan. Attend all mandatory in-service training; maintain professional relations with residents, families, the public and fellow staff; all influenza vaccine/outbreak protocols must be followed on a yearly basis; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School graduation diploma or Ontario Ministry of Education equivalency;
- Must have up to three (3) months experience dealing with the public, particularly the elderly;
- Must be able to complete assigned duties with minimum supervision;
- Must be patient, respectful and gentle in dealing with the elderly and must maintain good relations with residents, staff and public;
- Will be required to lift up to 44 lbs.
- Knowledge and experience with current cleaning practices, WHMIS and cleaning equipment a definite asset;
- General knowledge of operation and maintenance of washing, drying and ironing equipment a definite asset;
- Knowledge and experience with landscaping a definite asset;
- Proven commitment to ongoing professional development considered an asset;
- Related community and volunteer experience a definite asset;
- Additional language skills a definite asset;

POSTING SPECIFICS:

- Posting Period:**
- , 2014 at 8:30 AM to , 2014 at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on June 12, 2014.