



JOB DESCRIPTION

Job Title: Building Custodian	Department: Social Services	Division: Renfrew County Housing Corporation	Reports to: Operations Coordinator
Revision Date: August 2009	Salary Grid: CUPE 4425	Location: Arnprior, Renfrew, Pembroke and Area	

Approval:	Department Head	_____
	Supervisor	_____
	Employee	_____
	Staff Administration Committee	_____

Position Summary:

Responsible for the maintenance, care, security, cleanliness and general custodial duties throughout the portfolio as assigned.

Qualifications:

- Successful completion of grade 12
- A minimum of three (3) months of related experience.
- Strong interpersonal skills combined with good written and verbal skills.
- Proficiency in the use of tools and equipment required to perform the functions would be an asset.
- Physically capable of performing all assigned duties.
- A valid drivers license is required.

Position Responsibilities:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and the Renfrew County Housing Corporation.
2. Performing tenant related requirements.
3. Performs all janitorial functions.
4. Performs grounds keeping duties.



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5. Maintaining general security.
6. Basic Maintenance Repairs.
7. Performs other related duties.
8. Protects own health and health of others by adopting safe work practices, reports unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.



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LIMITS OF AUTHORITY

The employer has the following limits of authority for the position noted above.

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