



Job Posting

Interested applicants are asked to submit their resume and cover letter to careers@oakridgeshospice.com by the posting expiry date. This position will also be posted externally.

Job Title:	Custodian – Part-time
Reports To:	Facilities Coordinator
Position Overview:	Reporting to the Facilities Coordinator under the day-to-day direction of the Facilities Coordinator, Oak Ridges Hospice's custodians will be experienced in a custodian role focused on building upkeep, maintaining and protecting our residence. They will have great physical endurance to cover a large space, a keen eye for detail and diligence. The internal and external appearance of the building reflects on the entire team. At Oak Ridges Hospice we provide care and support to residents and their loved ones experiencing their end-of-life journey, and as such it is most important for our custodians to be careful and thorough in working, cleaning and tidying the premises. They will also be a significant player in our organizational culture of respect, kindness and compassion.
Responsibilities:	• Clean and disinfect high touch surfaces for example in resident rooms, nursing station counters, phones • Wash and disinfect all washrooms and the therapeutic spa room including: floors, toilets, toilet seats, and fixtures • Housekeeping duties of the common areas including dusting of furniture and fixtures • Empty garbage and linen bags as required and transfer garbage from garbage room to outdoor storage bin and take recycling to curb • Mop or vacuum floors as required • Clean offices, meeting rooms, and common spaces including the Private Lounge, Oasis Room, Family Room • Perform all cleaning that requires working at heights, for example ceilings and light fixtures • Remove marks from walls, doors, hardware and glass as required • Keep outside area near exit and entrance clear of snow and debris, etc. as required • Complete terminal clean procedure of resident rooms as required • Complete and submit daily, weekly, monthly and annual custodial and maintenance checklists • Performs minor building repairs. • Ensure cleaning materials, supplies and appropriate documentation such as material data sheets are stored in a safe and orderly manner • Using an established process ensure adequate supply of cleaning materials and toiletry supplies
Qualifications:	• High school diploma or equivalent • WHMIS training • Preference given to candidates who have completed infection control education and/or additional education in cleaning in hospital and hospitality clean standards

	• Three to five years of professional cleaning experience in a health care setting would be an asset • Demonstrated ability to respond with sensitivity to clients and family members the custodian may encounter while performing duties Knowledge, Skills, and Abilities • Proven track record working in a team environment • Demonstrated personal traits such as compassion and respect • Ability to collaborate with the Facilities Coordinator and Director of Care to ensure infection control guidelines are being met • Ability to follow all Occupational Health & Safety and Fire Code regulations and other appropriate legislation Work Conditions and Physical Capabilities: • Fast-paced, highly detailed environment • Ability to lift and carry 50lb plus, using appropriate techniques • Ability to: grip, walk, sit, crouch, stand, reach, climb stairs/ladders; use fine hand movements
This Position	• Part-time position 4-16 hours per week, 3-4 hour shifts must be flexible and able to work weekdays and weekend • Pay rate \$20.97 per hour • Is located in Port Perry, Ontario
Additional Information	We thank all applicants for their interest, however, only those under consideration for the role will be contacted. Current and original copy of a satisfactory Criminal Records and Vulnerable Sector Check is required upon the start of employment. Oak Ridges Hospice recognizes the importance of immunization to protect our residents, team members and visitors from COVID-19. As such, a condition of employment with Oak Ridges Hospice is requiring that all employees and new hires have received all required doses of a COVID-19 vaccine approved by Health Canada. Oak Ridges Hospice is an affirming organization supporting the Ontario Human Rights Code which states that every person has a right to equal treatment with respect to employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.