

## Job Posting

Marketview Housing Co-operative Inc.

### Full-time Cleaner/Maintenance Assistant

Marketview Housing Co-operative is a non-profit housing co-operative located in downtown Toronto. The co-op consists of a total of 112 units and is well maintained with a preventative maintenance program. We are currently looking for a full-time Cleaner/Maintenance Assistant to work Monday through Thursday, 8:00 am to 4:00 pm, Friday 8am to 12pm and Saturday 8am to 12pm and may get overtime through on-call after hour calls. This position is supplied with a work cell phone for on-call. On-call calls is paid minimum 3 hours when called in after hours. This position involves cleaning all common areas of the buildings, and providing maintenance support as needed.

Duties include, but are not limited to, the following:

- Clean all common areas of the buildings, including hallways, elevators, laundry room, lobbies, and other locations as needed (dusting, sweeping, vacuuming, mopping)
  - Remove garbage and recycling, as per the garbage pick-up schedule
  - Providing maintenance assistance as required, including minor adjustments and repairs in members units (as per work order requests) and in common areas
  - Notify management of any deficiencies and repairs as needed
  - Maintain supplies and equipment for cleaning and maintenance work
  - Perform all assigned duties in compliance with health and safety regulations
- Requirements for this position:
- Minimum two years cleaning experience with maintenance background
  - Knowledge of cleaning supplies and general maintenance equipment, including training in WHMIS, familiarity with MSDS (Material Safety Data Sheets) and occupational health and safety regulations
  - Must be reliable, punctual and able to follow instructions from staff for maintenance repairs and related tasks
  - Must be comfortable and be able to move and/or lift objects up to 50 lbs for the purpose of cleaning in and around them
  - Strong interpersonal and communication skills
  - Driver license required
  - Be available to take on-call calls

The right candidate should be able to work independently when the Maintenance Manager is out of the office. Be able to stand in for the Maintenance Manager at board meetings when the Manager is not available.

Hours:

Monday, Tuesday, Wednesday and Thursday 8:00am-4pm

Friday 8am to noon

Saturday 8am to noon

After hours On-Call - for extra pay (paid minimum 3 hours per call)

How to Apply:

Send your cover letter and resume to [marketviewhiringmanager@yahoo.com](mailto:marketviewhiringmanager@yahoo.com). No phone calls please. The deadline for applications is **Monday, August 24, 2020 at 12 p.m.** Please note that only those chosen for an interview will be contacted.

Competitive salary based on qualifications and experience and we offer a competitive compensation and benefits package.