

Re: Maintenance/ Cleaner

Dentonia Park Co-operative is a 48 unit complex located near Victoria Park and Danforth, Scarborough. The housing Co-operative is seeking a skilled maintenance worker at 20 hours per week Monday through Thursday. The maintenance worker reports to the Co-op Manager. The duties will include but are not limited to the following:

General Maintenance:

Receive, attend to and complete written maintenance request. Accompany tradespeople where required to assess or conduct work for the Co-operative. Attend to and handle maintenance building emergencies as directed by the Manager.

Routine maintenance:

Regularly inspect the Co-op property and common areas for potential issues in need of attention. Inform the office Manager of pending and completed repairs- or any damage to Co-op property. Accompany service officials authorized to be on the Co-op property as required. Regularly preform basic routine maintenance repairs within the scope of work. This includes drywall repairs, tile repairs, electrical, plumbing, painting, plastering etc.

Cleaning:

Inspect the Co-op grounds daily and common areas, remove any garbage, light sweeping and mopping as needed. Mop, sweep and clean the office and building common areas on a weekly basis. Dispose of all office garbage daily. Wipe and sanitize stair railings bannisters door knobs etc., as needed.

The maintenance worker will return work orders to the office upon completion. Maintain small tools and equipment. Provide the office with a list of needed supplies when necessary. Receive supply orders or equipment for the Co-op. Preform all necessary duties as required the by the Manager.

Position starting at \$24.00/hr

Applications Deadline: October 6th, 2023

Self-employed skilled people may apply. If interested send your resume to Email:

manager@dentoniapark.ca

Only those selected for an interview will be contacted.

NO PHONE CALLS PLEASE!