**JOB DESCRIPTION**

**Position Title: Cleaner**

**Program/Location: Cobden (other sites as required)**

**Reports to: Director**

**Role Summary**

The Cleaner performs various cleaning duties and assists in the day-to-day building operations. Evening hours required.

**POSITION REQUIREMENTS**

1. **Education**

* Secondary School completion to Grade 12.

1. **Professional Experience**

* Experience in commercial cleaning & general building upkeep
* Computer skills in basic word processing and spreadsheets
* Understanding of WHMIS
* Experience in using commercial cleaning equipment & chemicals

1. **Key Competencies**

* Ability to maintain harmonious working relationships
* Tact, diplomacy and discretion in dealing with co-workers, clients, other social service agencies and the community.

1. **Work Conditions**

* Extended periods walking & movement
* Period of bending and light lifting
* Occasional lifting and moving objects assisted with a device
* Evening hours, flexible work hours and occasional overtime
* Able to plan work around program events

**POSITION RESPONSIBILITIES**

1. Building cleaning – see attached Terms of Reference
2. Act as a backup Cleaner to provide cleaning for other ConnectWell buildings when necessary
3. Other related duties as required

**Standard ConnectWell Employee Responsibilities**

As an employee of ConnectWell, this position is responsible for the following:

**Administrative**

* Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
* Submits records of time worked and time off in a timely manner
* Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
* Complies and adheres to all applicable ConnectWell policies and procedures

**Organizational Responsibilities**

* Respects and values the diversity of the community and individuals
* Supports the organization’s student placement programs
* Contributes to the organization’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
* Contributes to the organization’s practices of hiring, orienting and training of employees
* Participates actively in team meetings
* Consults with and provides support to team members and other ConnectWell employees regarding professional issues
* Participates in the development of policies and procedures by providing feedback in the organization’s policy development process
* Works in a manner that incorporates health promotion and recognizes the determinants of health
* Participates in team and individual professional development opportunities

**Occupational Health & Safety**

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

* Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
* Must read and follow all ConnectWell Occupational Health & Safety policies
* Works safely in consideration of the following job hazards: noise, workplace violence
* Participates in Occupational health & Safety training as required:
* AODA
* WHMIS
* Employee Safety Training
* Other (as required)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date