



NOVA VITA
Help • Hope • Heal

Nova Vita Domestic Violence Prevention Services
59 North Park Street, Brantford, ON N3R 4J8
519-752-1005 | info@novavita.org | novavita.org

Employment Opportunity

Position:	Custodian
Department:	Maintenance
Reports to:	Business Manager
Employment Type:	Full-Time
Hours of Work:	30 hours per week, Monday-Friday
Starting Wage:	\$17.73/hour
Benefits Available:	Extended Health, EAP, RRSP, Sick Days, Personal Days
Location:	59 North Park St, Brantford, ON
Start Date:	As soon as possible
Date Posted:	April 26, 2024
Closing Date to Apply:	May 10, 2024 at 4pm

Job Summary

The Custodian will ensure that the interior and exterior building facilities are clean, safe, and maintained in good repair for staff, clients, and visitors at all times. The Custodian will also assist the Maintenance Coordinator in ensuring that Nova Vita adheres to all health and safety regulations.

Qualifications

- High school diploma or equivalent
- Successful police and vulnerable sector check
- Proof of 2 COVID-19 vaccinations or religious/cultural exemption
- Valid driver's license and access to an insured vehicle is preferred

Essential Knowledge, Skills and Abilities

- Knowledge in the use of hand/small power tools such as hammers, drills, saws, etc. is required
- Ability to lift 50 pounds is required
- Working at heights and confined space experience is an asset
- Ability to operate a lawn mower, snow blower, and grass trimmer
- Ability to shovel snow and ice from sidewalks
- Ability to maintain facility cleanliness and sanitization
- Knowledge of building maintenance and fire regulations
- Knowledge of health and safety issues and standards

- Ability to organize tasks and carry them out to completion
- Ability to function independently and as part of a team
- Ability to work flexible hours when required

Duties and Responsibilities

- Clean designated common areas, offices, and washrooms, including stairwells
- Clean vacant resident bedrooms and resident washrooms when required
- Ensure facility is clean, well-organized, and presentable at all times
- Ensure all Health and Safety Equipment Is maintained and functioning
- Maintain landscaping, and ensure snow and ice removal
- Ensure appropriate disposal of waste, including recycling
- Maintain soft water salt levels in buildings
- Perform minor repairs to the building as required using a variety of hand tools
- Assist with monthly and annual safety inspections
- Perform daily maintenance of the facility as needed
- Ensure all contractors working in the shelter are escorted throughout the building as required
- Perform other duties as assigned

Accountabilities

- Maintain health and safety requirements at all times, including COVID-19 prevention protocols
 - Adhere to a strict code of client confidentiality at all times
 - Adhere to relevant legislation and agency policies and procedures at all times
 - Work cooperatively with all staff, volunteers and members of the community at large to serve the best interest of the agency
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Application

If you require accessibility accommodations during the recruitment process, please notify us to arrange appropriate accommodations. Nova Vita is an equal opportunity employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, 2SLGBTQIA+, or disabled to apply.

We appreciate your interest in this employment opportunity, however only those selected for an interview will be contacted.

Interested and qualified applicants should submit their resume and cover letter by **May 10, 2024 at 4:00 pm**, to:

Email Subject: Custodian
Attention: Human Resources Administrator
Email: info@novavita.org