



Employment Opportunity

Position:	Caretaker
Department:	Memorial Sports Centre
Commencing:	September 2022
Shift:	Variable; Days; Evenings; Weekends
Annual Salary:	\$22.79/hour
Deadline:	September 23, 2022, at 4:00 PM (CDT)

Please apply by submitting a completed application form, cover letter, and resume, by email to jobs@fortfrances.ca (one (1) PDF file preferred) with the subject line: Caretaker

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that at present, we are only accepting external job applications by email or by fax at (807)-274-8479.

This position is a casual position with hours based on operational needs. Shifts can include evenings, nights, and weekends.

To learn more about this opportunity, please contact Ray Calder, Transportation Superintendent, at (807) 274-4561.



Position Description

Position Title:	Caretaker (Interim)
General Supervisor:	Facilities Superintendent
Employee Group:	CUPE and its Local 65
Date Reviewed:	January 2020

Position Summary

- The incumbent is responsible for cleaning change rooms, washrooms, shower areas, hallways, lobbies, viewing areas, activity areas and vestibules in Memorial Sports Centre.

Direction Received

- The incumbent reports directly to the Program Director.
- The incumbent follows established maintenance routines and is directed by policies and operating procedures.

Direction of Others

- The incumbent has no supervisory responsibilities and is not responsible for the direction of others.

Revenue, Asset and Expenditure Scope

- None specifically identified for this position.

General Responsibilities

- Provides janitorial services in the day-to-day cleaning of pool area change rooms, hallways, weight training area, squash courts, pool viewing area, main lobby area, and main washrooms.
- Performs additional cleaning tasks in hallways, seating areas, upstairs corridor, change rooms, main lobby, washrooms and meeting area.
- Assists other staff with seasonal maintenance and repairs
- Available to provide assistance with large special events as required.

- Performs other duties as assigned.

Education and Qualifications

Required:

- Ontario Secondary School Diploma (or equivalent)
- Valid Ontario Driver's Licence
- Demonstrated transferable skills and related experience

Preferred:

- Standard First Aid & CPR

Knowledge, Ability & Skill

- Understands and effectively carries out oral and written instructions
- Able to organize and complete work assignments under minimal supervision
- Demonstrates the ability to work both independently and in a team setting
- Demonstrates willingness to learn, and the ability to adapt and take initiative

Effort

- Regular muscular exertion through the movement of equipment and products
 - This requires command of both fine and gross motor skills.
- Physical demands relate to muscular and sensory strain for prolonged periods of time.
 - This includes continuous standing and walking, reaching, stooping, and contorting oneself to perform cleaning tasks.
- Operation of equipment and tools requiring physical coordination and control
 - This includes the use of vacuum cleaners, brooms, and automatic floor-scrubbing equipment.

Working Conditions

- The workday is spent primarily indoors in a recreational facility environment.
- The incumbent will be exposed to work-related hazards and disagreeable conditions, including temperature extremes, high humidity, and wetness.
- The incumbent is required to work night shifts and during the weekend.

Conditions of Employment

- Successful candidates for this position will be required to:
 - Provide a satisfactory Criminal Record Check