



JOB OPPORTUNITY

Ska:na Family Learning Centre

requires

Housekeeper – (Part-Time)

LOCATION: Wallaceburg, ON

START DATE: September 13, 2021

SUPERVISION: Employed by SFLC, responsible to the policies and directions as determined by the Maintenance Manager and the Corporate Services Director.

FUNCTION: To ensure the goals, objectives and over all policies of the child care program are adequately met by providing by ensuring a safe and clean learning environment.

JOB SPECIFICATION:

1. Cleans and maintains the equipment, indoor/outdoor learning space and building of the centre that will meet the needs of clients with respect to the CCEYA as well as the policies of SFLC;
2. Checks all playgrounds daily, weekly, monthly and annually for dangerous debris, and environment repairs that could be harmful to the children and ensures recordings and submission of the Monthly and Annual playground inspections.
3. Cleans, disinfects all areas of the centre according to the regular maintenance schedules;
4. Coordinates and supervises activities of relevant maintenance activities, i.e. annual (spring cleaning) floor and building cleaning.
5. Keeps the rooms, common areas and equipment clean, safe, orderly, attractive and in good repair.
6. Ensure quality of end product while meeting deadlines and working within a time frame;
7. Act as a role model for the children, and community; this will be accomplished through the maintenance of high personal characteristics; program standards and strict adherence to the policies and procedures adopted by the Centre;
8. Must be available to work unscheduled hours in addition to scheduled evening or weekend hours;
9. Cuts grass, wash vinyl siding and windows, outdoor equipment and garbage clearance according to schedules;
10. Maintains all sidewalks and playgrounds daily/seasonally i.e. clean from snow, stones etc.
11. Organizes and cleans all storage units and take inventory of equipment
12. Other relevant duties and tasks as assigned.

QUALIFICATIONS:

1. Excellent building maintenance and small repairs skills
2. Relevant training and/or certifications for building maintenance activities
3. Ability to work as a team member.
4. Effective problem-solving and oral/written communication skills
5. Must have Police Clearance to work within a vulnerable population.

SUBMIT RESUME TO:

Ska:na Family Learning Centre
Attn: Housekeeper - Wallaceburg
2-1699 Northway Avenue,
Windsor, ON N9B 3L8
OR
Email: info@skanaflc.com
OR
FAX: (519) 948-1493

DEADLINE FOR APPLICATIONS: **Friday, August 20, 2021**

*We thank all applicants for applying, however only those selected will be contacted for an interview.
Ska:na Family Learning Centre is an equal opportunity employer.*