



## Job Posting Building Maintenance and Custodian

<b>Position title:</b>	Building Maintenance and Custodian
<b>Reports to:</b>	Manager of Finance and Administration
<b>Department:</b>	Hospice Residence /Administration
<b>Location:</b>	Hospice Peterborough 325 London Street Peterborough, ON
<b>Start Date:</b>	June 2, 2025
<b>End Date:</b>	June 13, 2026
<b>Starting rate:</b>	\$22.18 hourly
<b>Salary range:</b>	\$22.18 to \$25.71 hourly
<b>Type of employment:</b>	Full Time, One year contract
<b>Work hours:</b>	8:00am – 4:00pm
<b>Posting date:</b>	Thursday March 13, 2025
<b>Closing date:</b>	Thursday March 27, 2025 by 4pm

### **Job Purpose/Summary:**

The Custodian is considered part of the Hospice team and is responsible for performing custodial duties, minor maintenance, routine preventative maintenance on mechanical equipment and other miscellaneous duties in order to ensure that Hospice Peterborough's building is maintained in a healthy, safe and sanitary manner.

### **Primary Duties and Responsibilities:**

***Clean and care for the building*** (in partnership with the food services other staff and volunteers)

- Clean and disinfect high touch surfaces daily (e.g. in resident rooms, nursing station counters, phones)
- Adhere to infection control guidelines for additional precautions including personal protective equipment and cleaning protocols
- Wash and disinfect all washrooms and the therapeutic spa room daily, including: floors, toilets, toilet seats, and fixtures

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### **Building Maintenance and Custodian**

- Housekeeping duties of the common areas including dusting of furniture and fixtures weekly
- Empty garbage and linen bags as required and transfer garbage from garbage room to outdoor storage bin and take recycling to curb
- Facilitate the storage and removal of hazardous waste
- Mop or vacuum floors as required
- Clean offices, meeting rooms, and common spaces including the Private Lounge, Oasis Room, Family Room weekly
- Perform all cleaning that requires working at heights, for example ceilings and light fixtures
- Remove marks from walls, doors, hardware and glass as required
- Complete terminal clean procedure of resident rooms as required
- Complete and submit daily, weekly, monthly and coordinate annual custodial and maintenance checklists and annual service agreements
- Perform seasonal cleaning duties (e.g. spring cleaning, washing windows)

#### ***Building Maintenance***

- Perform minor repairs (e.g.: painting, small drywall issues, plumbing, etc.)
- Arrange a contractor when external support is required, with management consent
- Provide details to management on the outcomes of any repairs
- Coordinate and perform daily, weekly, monthly and semi-monthly building maintenance inspections
- Keep maintenance binder up to date and accurate

#### ***Stock, storage and supplies duties***

- Liaise with suppliers for supplies (quality, quantity, cost, delivery, etc.)
- Order maintenance and cleaning supplies as needed
- In consultation with the Health and Safety Committee Chair ensure that cleaning materials, supplies and appropriate documentation such as material data sheets are stored in a safe and orderly manner
- Using an established process ensure that an adequate supply of cleaning materials and toiletry supplies are in stock
- In consultation with management and the health and safety Committee, plan for higher health and safety risk seasons.

#### ***Outside Property and Garden Maintenance***

- Ensure that the grass is cut, maintained and watered
- Perform gardening duties in conjunction with volunteers - pulling weeds and dead leaves, edging, turning over mulch, watering as needed, trimming, etc.

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### **Building Maintenance and Custodian**

- Ensure entrances and exits are clean and clear of snow or other debris, salt sidewalks and parking lot as needed,
- Liaise with the snow-removal contractor in conjunction with the Manager of Finance
- Remove snow on sidewalks while waiting for snow removal contractor to arrive
- Ensure snow is removed from the deck
- Ensure heating coils are plugged in as needed to prevent water and ice build up
- Ensuring that outside furniture is put out and packed away for different seasons

#### ***Other***

- Be a non-management staff member of the Joint Health and Safety Committee and Building Committee
- Other duties as assigned

#### **Organizational Responsibilities:**

- Supports the team-based culture of Hospice where everyone steps up to support residents, families and the operation of the Hospice Residence including participating in:
- Initiatives to support and improve hospice care in our organization and in the sector. Including but not limited to health and safety, risk management, evaluation, and quality assurance.
- Health and safety training, including WHMIS, and applies this knowledge in the workplace.
- Collaboration with volunteers in the workplace.
- Completion of administrative reports.
- Annual performance appraisal.
- Fulfillment of all responsibilities in accordance with the by-laws, policies and procedures and standards of Hospice Peterborough.
- Care with a willingness to accept other duties as required.

#### **Qualifications:**

##### ***Education***

- High school diploma or equivalent
- WHMIS training
- Preference given to candidates who have completed infection control education and/or additional education in cleaning in health care settings for example Certification-Professional Healthcare Housekeeper

(<http://ohha.org/products-page/certification-professional-healthcare-housekeeper-phh/>)

##### ***Experience***

- Three to five years of professional cleaning experience in a health care setting
- Demonstrated ability to respond with sensitivity to clients and family members the custodian may encounter while performing duties

## **Job Posting Building Maintenance and Custodian**

### ***Knowledge, Skills, and Abilities***

- Basic home improvement skills such as minor repairs, painting
- Proven track record working in a team environment
- Demonstrated personal traits such as compassion and respect
- Ability to collaborate with the Manager of Hospice Residence and PCCT to ensure infection control guidelines are being met
- Ability to follow all Occupational Health & Safety and Fire Code regulations and other appropriate legislation
- Understands grief is normal and an appropriate response to loss
- Demonstrates awareness of self-care strategies to manage impacts from working with individuals and their families facing life-limiting conditions
- Demonstrates awareness of strategies to cope and manage with death and dying
- Demonstrates awareness of the emotional and spiritual supports available

### **Work Conditions and Physical Capabilities:**

- Fast-paced, highly detailed environment
- Ability to lift and carry 50lb plus, using appropriate techniques
- Ability to: grip, walk, sit, crouch, stand, reach, climb stairs/ladders; use fine hand movements

### **Key Relationships & Interactions:**

#### ***Internal***

- Daily interactions with clients and families
- Residence team (Registered Nurses, Registered Practical Nurses, Personal Support Workers)
- Volunteers and other staff at Hospice Peterborough
- Manager of Finance and Administration
- Manager of Hospice Residence
- Manager of Community Programs Services
- Food Service Coordinator
- Office and Information Coordinator

#### ***External***

- Represent Hospice Peterborough in a positive manner
- Maintain confidentiality as per Hospice policy and procedure
- External communication as per Hospice policy and procedure



## **Job Posting Building Maintenance and Custodian**

NOTE: This job description is not intended to be all-inclusive. Employee may be asked to perform other related duties as assigned to meet the ongoing needs of the organization.

**Applications (cover letter and resume) must be e-mailed, mailed or hand-delivered, and received by March 27, 2025 at 4pm. (Applications will ONLY be accepted if they are complete and received as directed.)**

Please address your application to:

Rochelle Bowers

Hospice Peterborough,

325 London Street

Peterborough, ON K9H 2Z5

[employment@hospicepeterborough.org](mailto:employment@hospicepeterborough.org)

Questions can be directed to Andrew Graham at [agraham@hospicepeterborough.org](mailto:agraham@hospicepeterborough.org) or 705-742-4042 x 234. Thank you for your interest. Please note that only those selected for an interview will be contacted.

*Hospice Peterborough is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).*

*Accommodation will be provided in all parts of the hiring process as required under relevant policies of Hospice Peterborough. Applicants will need to make their needs known in advance.*