



JOB POSTING

Operations Worker

(Day & Afternoon – Including weekends)

Full Time – 37.5 hours per week

\$15.85 - \$17.43 per hour

Mission Services of Hamilton, a multi-service not for profit charitable organization is seeking a qualified individual as an Operations Worker. To learn more about the work that we do, visit mission-services.com.

KEY RESPONSIBILITIES:

1. Provide janitorial, maintenance and security services as directed by the Operations Lead Hand and Director of Operations.
2. Maintain the cleanliness of the Mission Services of Hamilton (MSH) Facilities in accordance with established Mission Services “standards of care”. Keep an accurate inventory and submit inventory shortcomings to management for re-order.
3. Assist the Mission Services Operations Department on assigned duties as skill and training permits. Perform basic duties to aid in the construction and renovation of the MSH facilities as required, including but not limited to: moving furniture, cleaning, painting, operating hand and power equipment as trained.
4. Secure building as needed by ensuring all doors are locked and arm the alarm system to protect the assets of Mission Services.
5. Appropriately handle and store WHMIS products in accordance with the Ontario Occupational Health and Safety Act. Required to use personal protective equipment as identified.
6. Assist with grounds maintenance including; sweeping, shovelling, salting, sanding, garbage removal as included in the “standards of care”
7. Other duties as required to ensure the safe operation of the facilities
8. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

QUALIFICATIONS:

1. Experience with tools and equipment handling
2. Janitorial training and experience
3. Organized with good communication skills both written and oral
4. Works effectively to solve problems, both independently and as a team participant.
5. WHMIS and First Aid Training
6. Valid driver’s license, with good driving record; owning vehicle an asset
7. Respects the population we serve and demonstrated understanding of their needs.
8. Committed to upholding the organization’s mission, values and standards.

Mission Services is an equal opportunity employer - In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

Only those selected for an interview will be contacted; no phone calls please.

Please submit a résumé with cover letter by March 11th, 2018 to:
Mission Services of Hamilton, P.O. Box 368, Hamilton, ON, L8L 7W2
Or e-mail to HR@mission-services.com