



JOB POSTING

OPERATIONS WORKER

**Part Time 15 hours per week (Saturday and Sunday)
with the ability to pick up open shifts as available
One (1) position available**

KEY RESPONSIBILITIES:

1. Provide janitorial, maintenance and security services as directed by the Operations Lead Hand and Director.
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. Appropriately handle and store WHMIS products in accordance with the Ontario Occupational Health and Safety Act. Required to use personal protective equipment as identified.
4. Assist with grounds maintenance including; sweeping, shovelling, salting, sanding, garbage removal as included in the “standards of care”
5. Other duties as required to ensure the safe operation of the facilities
6. 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.
9. Strong organization skills
10. Must be flexible and able to take change of plans on a regular basis
11. Able to lift 45kg. (100lbs) as required.
12. Valid Police Check required

Please submit a résumé with cover letter by February 9th, 2018 to:

Human Resources

Mission Services of Hamilton

P.O. Box 368, Hamilton, ON L8L 7W2 or email to HR@mission-services.com

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.