



## **JOB POSTING**

### **OPERATIONS WORKER**

#### **3-Month Full Time Contract Position**

**Wage: \$15.85 – \$17.43 per hour**

#### **POSITION SUMMARY:**

To help provide the best service to Mission Services of Hamilton as well as a safe environment for clients, staff, and volunteers by ensuring the cleanliness and general maintenance of the Mission Services of Hamilton buildings.

#### **KEY RESPONSIBILITIES:**

- Provide janitorial, maintenance and security services as directed by the Director of Operations
- Maintain the cleanliness of the Mission Services of Hamilton facilities in accordance with established Mission Services “standards of care”
- Keep an accurate inventory and submit inventory shortcomings to management for re-order
- Appropriately handle and store WHMIS products in accordance with the Ontario Occupational Health and Safety Act. Required to use personal protective equipment as identified
- Assist with grounds maintenance including; sweeping, shovelling, salting, sanding, garbage removal
- 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
- Other duties as required to ensure the safe operation of the facilities

#### **QUALIFICATIONS:**

- Janitorial training and experience
- Good time management
- Good communication skills
- Works effectively to solve problems, both independently and as a team member
- First Aid Training is asset
- Respects the population we serve and demonstrated understanding of their needs
- Committed to upholding the organization’s mission, values and standards.
- Strong organization skills
- Must be flexible and able to take change of plans on a regular basis
- Able to lift up to 23 kg. (50 lbs) as required

#### **HOURS OF WORK:**

- 37.5 hours per week
- Afternoon shift 4 pm – 12 am
- Ability to work a flexible schedule, including occasional day and weekend hours

#### **REQUIREMENTS:**

- Police Record Check including a Vulnerable Sector Check
- Two-Step Tuberculosis Skin Test

**To apply for this position, please send your cover letter and resume by January 11, 2019 to:**

**Director of Human Resources**

**Mission Services of Hamilton**

**P.O. Box 368, Hamilton, ON L8L 7W2 or email to [HR@mission-services.com](mailto:HR@mission-services.com)**

Only those selected for an interview will be contacted.

**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, if you require an accommodation to ensure your equal participation during the recruitment and selection process.