

# Drop-In Cleaner

To maintain the cleanliness of the center as the centre is in progress

## ***Key responsibilities***

- Clean shower washrooms after every appointment
- Clean main washroom once a shift
- Clean staff washroom once a shift
- Take out and change all garbage/recycling/compost at the end of shift.
- Sweep and mop center – Must sweep center when all participants have left for the day.
- Wipe/disinfect tables, surfaces, handles/knobs
- Dust all areas including baseboards and window sills.
- Outdoor pick up around the center
- Assist with cleaning dishes/kitchen
- Clean up of spills, which may include accidents from participants.

## ***Administration***

- Record and monitor all hours in Bright HR
- Complete payroll requirements
- Complete evaluations, questionnaires, monthly and incident reports required of all staff
- Participate in team and organizational meetings
- Complete all mandatory training courses and upload scores into Bright HR  
Report health and safety matters, and complaints in a detailed and timely manner.

Weston King Neighbourhood Centre is committed to complying with the Accessibility for Ontarian's with Disabilities Act (AODA). If you require accommodations to participate in this activity, please let us know.

Job Types: Contract (6 months)

Pay: \$20/hr 37.5 hours a week.

Benefits:

- Casual dress
- Discounted or free food

Schedule:

- 8 hour shift
- Evening and/or weekend shifts
- Monday 730am to 530pm, Wednesday 1230pm to 830pm, Thursday 1230pm to 830pm, Friday 230pm to 830pm, Saturday 1230pm to 830pm.

Application question(s):

Ability to commute/relocate:

- Toronto, ON: reliably commute or plan to relocate before starting work (required)
- Do you have a Diploma or Degree in Social work or equivalent?

Experience:

- Social Services: 1 year (required)

Work Location: In person