The Essex Region Conservation Authority is seeking a Cleaning Attendant

POSITION TITLE: Cleaning Attendant (TERM)

Windsor and Essex County is a vibrant community located in South-Western Ontario. Offering a rich urban community with world class entertainment, art and culture located minutes from an international border with the United States (Detroit, MI) and easy access to rural areas with historical sites, wineries, golf-courses, parklands and extensive trail systems for the outdoor enthusiast.

The Cleaning Attendant (TERM) is responsible for cleaning washrooms and rental cottage facilities, primarily at Holiday Beach Conservation Area.

This position is classified as a “Term Position” as the tasks associated with this position are for a limited term and will not exceed one thousand (1,000) hours in any period of twelve (12) consecutive calendar months.

DUTIES AND RESPONSIBILITIES:

- Ensure spaces are prepared for the next day by taking out trash, mopping, tidying and washing surfaces in all facilities
- Wash and sanitize toilets, sinks and showers and restock disposables
- Wipe mirrors and windows
- Maintain outer premises and entrances
- Report major damages to Assistant Superintendent, HBCA
- Secure facilities after operating hours by locking doors, closing windows and setting alarm
- Answer questions and provide helpful information to visitors as required
- Assist other staff when required to do so in other work areas of the conservation area
- Performs other job related duties and responsibilities consistent with the position as required.

MINIMUM QUALIFICATIONS:

- Excellent customer service and communication skills
- Proven experience as custodian, janitor or in a similar role
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Attention to detail
- Good physical endurance, condition and strength to cover a large space
- High school diploma preferred
- English/French bilingual considered an asset
WORKING CONDITIONS:

- Position is based on 15-25 hours per week. Work week schedule will vary throughout the year with weekend and holiday work required.
- Environmental conditions: Work is performed both indoors and outdoors, with potential exposure to significant heat and cold, requiring prolonged standing/walking, negotiation of obstacles, and bending or stooping; carrying equipment and lifting.
- Hazards and Risks: Exposure to a variety household cleaning products that may cause eye/skin/respiratory irritation and allergens. Biological hazards that may include infections pathogens, bacteria, fungi or mold from insects, birds, plants, animals and humans. Slips, trips and falls on wet floors and uneven surfaces. Ergonomic hazards with bending, lifting, reaching, etc. Exposure to biting insects such as mosquitoes, wasps, etc.
- Occasional schedule changes and overtime on short notice

<table>
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<tr>
<th>Department</th>
<th>Conservation Services</th>
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<tbody>
<tr>
<td>Union Affiliation</td>
<td>None</td>
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<tr>
<td>Job Status</td>
<td>TERM Employee</td>
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<tr>
<td>Hours of Work</td>
<td>Typically 15-25 hours per week, including holiday, weekend and evenings when required</td>
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<tr>
<td>Posting Added Date</td>
<td>February 13, 2020</td>
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<td>Posting Closing Date</td>
<td>February 27, 2020</td>
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<td>12:00 p.m.</td>
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<td>Positions to Fill</td>
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<td>Progress Status</td>
<td>Receiving Applications</td>
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<tr>
<td>Office Location</td>
<td>360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6</td>
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<td>Wage Rate</td>
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<td>Grade</td>
<td>NBU/Core</td>
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<tr>
<td>Contact</td>
<td>Nicole Kupnicki, Executive Assistant 360 Fairview Avenue West, Suite 311, ESSEX, ON N8M 1Y6</td>
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To Apply:
1. Send your resume and cover letter in one document (either Word or PDF format only) to careers@erca.org by no later than 12 noon on Thursday, February 27, 2020.
2. Note the title of the position you are applying for in the subject line of your email

ERCA is an equal opportunity employer.
We thank all applicants in advance, however, only those selected for an interview will be contacted.
Personal information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of this employment opportunity only.
We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact HR 519-776-5209 ext 354 to make your needs known in advance.