



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron  
 Step By Step Child and Family Center  
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## JOB DESCRIPTION

### General Information

**Job Title:** Maintenance Worker  
**Sector:** Support Services  
**Terms:** Summer Student  
**Supervisor # 1:** Maintenance Coordinator  
**Supervisor # 2:** Executive Assistant  
**Date of Job Description:** March 2018  
**Date of Revisions:** March 2023

<b>General Description of the Job</b>	
<p>Under the immediate supervision of the Maintenance Coordinator and the Executive Assistant, the Maintenance Worker helps maintain the physical facilities of Step by Step Child and Family Center, in a secure, clean and pleasant environment.</p>	
<b>Description of the Job</b>	
<b>Responsibilities</b>	<b>Tasks</b>
<p>To do the housekeeping tasks of building and grounds as required.</p>	<ul style="list-style-type: none"> <li>- Ensures that building is clean, sanitary and neat for the beginning of programs and services each day</li> <li>- Ensures that outdoor grounds are well kept including lawn maintenance and gardening</li> <li>- Ensures outdoor building structure is maintained including washing of windows and doors</li> <li>- As required, does painting and some carpentry, and any other repairing tasks</li> <li>- Ensures tools and cleaning equipment are maintained</li> <li>- Makes requests for equipment, tools and supplies required to ensure efficiency in keeping the building up to date</li> <li>- Is aware of and complies with the emergency procedures of the center</li> </ul>

<b>Responsibilities</b>	<b>Tasks</b>
To practice safe working habits while working in the center to comply with Occupational Health & Safety Standards	<ul style="list-style-type: none"> <li>- Takes safety precautions (i.e. wear goggles, gloves, proper foot wear and clothing)</li> <li>- Reports any faulty equipment to his/her supervisor</li> <li>- Ensures safety hazards are dealt with promptly</li> <li>- Reads chemical labels properly and take proper measures</li> <li>- Performs maintenance on equipment or furniture that is broken as required</li> </ul>
<b>Responsibilities</b>	<b>Tasks</b>
To do general office tasks	<ul style="list-style-type: none"> <li>- Runs errands as delegated by supervisor that are relevant for operations of the center</li> <li>- Checks inventory of cleaning materials, tools, etc and reports to supervisor</li> </ul>
To perform any and/or other job related duties as required by the position	<ul style="list-style-type: none"> <li>- The duties must be job relevant and related to the Vision, Mission and Mandate of the center</li> <li>- All duties will take into consideration the knowledge, skill and ability of the individual</li> </ul>
<b>Working Conditions</b>	
<p>The employee must be familiar with the use of general work tools and equipment such as (but not limited to): lawnmower, whipper snipper, floor washer machine, broom/mop, etc.</p> <p>The employee must be able to work under pressure and in high stress situations.</p> <p>The employee is regularly required to stand, kneel, crouch and lift heavy objects up to 50 lbs while performing the duties of the job.</p> <p>The employee must be able to work in different temperature (i.e. outside and indoors).</p> <p>The employee is required to be flexible. He/she may be required to work different shifts including evening and some weekends.</p>	

### **Contacts**

**Maintenance Coordinator:** to work under the immediate supervision

**Executive Assistant:** to work under the supervision

**Maintenance Staff:** to coordinate special events and make arrangements for maintenance requests

**All Staff:** to handle any maintenance request and address any inquiries regarding the maintenance of the building and its facilities

**Children & Families:** to maintain a safe, clean and healthy environment for all visitors to the center

### **Accountability**

- To perform all duties and responsibilities mentioned in the job description
- To keep facilities safe and clean and pleasant at all times.
- To adhere to the safety of children, staff and parents when on premises.
- To maintain good relations with children, families, staff and the community
- To maintain confidentiality
- To maintain a positive image of the center for the public, families and children
- To comply with the Sanitation Code
- To comply with the Occupational Health and Safety Standards

### **Qualifications**

**Certification and/ or level of formal education:**

- Minimum completed Secondary 4 (grade 10)
- Experience in job related area is a definite asset
- CPR, First Aid (specific to Child Care) is an asset
- Must not be guilty of a criminal offense in a job related area (18 years old +)

**Skills requirements:**

- Capable of working in a team setting within an inclusive environment
- Good communication skills
- Ability to utilize various work tools
- Ability to organize, prioritize and multi-task
- Ability to show initiative and flexibility
- Knowledge of building and ground maintenance procedures
- Knowledge of Mohawk culture and language is an asset, willingness to learn is essential

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Signature of Student

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Date

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Signature of Supervisor

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Date