



FACILITY CUSTODIAN

NON-PROFIT HOUSING | KITCHENER, ON

Build. Explore. Influence. Shape. Support. Initiate.

Elevate your career and build stronger communities with a large non-profit housing provider in the Kitchener community.

It is rare to find a role that balances operations, facilities and development priorities with the compassion required to serve the community through a leading housing provider. The organization is committed to developing and managing innovative and affordable housing in an environment that encourages personal and community growth.

Our client is a people-focused not-for-profit housing and property management organization that has served the Kitchener community for over thirty years, building inclusive communities. The organization has built an outstanding reputation over the last three decades for innovation and quality in the housing they provide to marginalized and vulnerable populations.

We are partnering with this organization in search of a dedicated **Facility Custodian** to join the organization.

ROLE OVERVIEW:

Perform small cleaning and maintenance duties around the various properties belonging to the client to ensure property cleanliness and safety of residents.

KEY FOCUS:

- Perform small cleaning duties assigned by management (appliances, quick clean ups, emergency clean ups, etc.)
- Assist vendors with inspections (fire, security, etc.) and provide access phone and cable rooms) throughout the various sites
- Assist administration or property staff in filing, shredding and organizing
- Post and deliver correspondence produced by the client's office
- Assist Facility Service Technician and/or HISR as required
- Track and report inventory
- Assist residents with move in/out at the client's apartment buildings including elevator on/off service and reporting any damages to the common areas during move in/out process



- Provide support and assistance to the maintenance team as required
- Ensure confidentiality of personal resident information, including any information that may be passed on to various trades, contractors and suppliers

QUALIFICATIONS & SKILLSET:

- Effective communication and interpersonal skills
- Ability to create a positive resident experience through customer service, communication and promoting a sense of home and community
- Ability to identify building hazards and respond quickly to emergencies
- Valid driver's license and safe driving record with a maximum of 3 demerit points
- Minimum of \$250,000 liability insurance and current vehicle registration
- Access to reliable and suitable vehicle for representative's needs
- Integrity
- Continuous improvement
- Respect
- Performance
- Teamwork
- Drive and initiative
- Organizational skills
- Problem solving skills
- Great Interpersonal Skills

Please contact Lannie at lannie@podgroup.ca for further information – we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information on our services or other open opportunities, please visit our website at www.podgroup.ca.