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**Houses Opening Today Toronto (HOTT) is a charitable non-profit organization. We develop and operate affordable rental housing. Our portfolio includes 13 small to medium-sized properties in Toronto, including single-family homes and apartment buildings. HOTT offers specialized support services to disadvantaged and marginalized individuals and families living in our portfolio.**

**Job Posting:** Custodian

**Accountability:**

The Custodian is accountable to the Maintenance Coordinator.

**Communications with HOTT Tenants:**

All HOTT staff are required to maintain a good rapport with HOTT’s tenants and applicants, as well as neighbours, and to be respectful in their communications with them.

**Tasks and Responsibilities:**

The duties of the Custodian include, but are not limited to, the following:

* Cleans and sanitizes the common areas of our properties; and individual units as required. This includes windows, floors, elevators, stairwells, and more.
* Organizes and collects garbage, recyclables, Green Bin, yard waste, and hazardous waste for pick up
* Prepares and paints interior and exterior surfaces
* Unclogs drains and changes lightbulbs
* Checks fire extinguishers, emergency lights, smoke detectors, exit signs
* Purchases janitorial equipment and supplies
* Maintains the grounds around our properties, including:
  + Cutting and watering grass
  + Removing of fall leaves
  + Keeping hard surfaces free of snow and ice
  + Watering inside and outside plants
* Carries on-call emergency phone and performs on-call duties as part of rotating staff roster system
* Liaises with HOTT staff and addresses issues when they arise
* Works as part of the HOTT staff team and assists colleagues when required
* Attends Annual General Meetings and other meetings as required
* Performs other duties as assigned

*\* Staff will be required to work at times in residents’ homes and may be exposed to secondhand smoke and fragrances*

**Requirements:**

* Excellent communication skills and proficiency in both verbal and written English
* Ability to work independently with minimal supervision, while seeking the appropriate

level of consultation and approval from management

* Excellent time management and organizational skills - proven ability to manage multiple priorities
* Motivated and detail-oriented
* Experience working with vulnerable people
* Ability to lift at least 50lbs
* Valid driver’s license and access to a reliable vehicle at all times
* Resides in the GTA due to on-call duties
* Criminal Reference Check
* Some evening/week-end work as necessary
* All newly hired employees will be required to provide proof that they have completed an approved course of vaccination against COVID-19 at least 14 days prior to commencing employment or provide documentation to support an exemption based on grounds covered by the Ontario Human Rights Act (i.e., medical exemption)

**Helpful to Have:**

* Emergency First Aid, CPR, AODA training
* Additional languages
* Working knowledge of the Residential Tenancies Act

**How to Apply**

Please apply for the position by e-mailing a resume and cover letter to [info@hott.ca](mailto:info@hott.ca) by **Friday, June 30, 2023.**