



JOB DESCRIPTION PANDEMIC SANITATION WORKER

Our Vision:

*The Native Canadian Centre of Toronto is dedicated
to helping all of our relations on their journey*

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

I Job Title: Pandemic Sanitation Worker

II Employment Term, Salary & Work Hours:

Term: Short-Term Contract to March 31, 2022 (with possibility of renewal)

Hours: 35 hours per week

III Department: Operations

IV Direct Report: Operations Manager

V Position Summary: Responsible for performing specialized cleaning and daily cleaning duties in response to the current pandemic (COVID-19) that ensures sanitization of the NCCT building in accordance with the Toronto Public Health guideline requirements. To perform this job successfully you must be able to perform each essential duty satisfactorily.

VI Duties and Responsibilities:

- Perform specialized and priority sanitation of all areas of the centre
- Pay special attention to cleaning and disinfecting high touch points such as entryways, door handles, light switches, keypads, bathrooms, and all work surfaces (phones, desks, computers)
- Trash disposal and bin sanitation
- Disposal of all recycling materials as needed
- Report any identified areas of concern to the Operations Manager to ensure appropriate safety standards are met
- Other duties as required

VII QUALIFICATIONS:

- Must be prepared and able to use all personal protective equipment including a face covering and disposable gloves for periods of at least 5 hours per shift
- Demonstrate basic knowledge of cleaning and disinfection safety practices
- Working knowledge of employee responsibilities under the Occupational Health and Safety Act
- Awareness and working understanding of infection control practices, workplace hazardous materials and chemicals (WHMIS)



- Demonstrate ability to communicate effectively in writing and oral English fluency
- Detail oriented, excellent organizational skills and able to exercise good judgment
- Ability to work as a member of a team or alone with minimal supervision
- Demonstrate a record of good performance and strong attendance
- Demonstrate the ability to prioritize and respond to inquiries promptly
- Able to lift a minimum of 20lbs
- Ability to work flexible hours including evenings and weekends when necessary
- Must be willing to undergo a vulnerable sector screening check

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The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a short-term contract position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.

If this position interests you, please submit your resume and a cover letter to:

**Mandy Mack
Operations Department
mandy.mack@ncct.on.ca
POSITION OPEN UNTIL FILLED**

**SUBJECT LINE:
NCCT OPERATIONS DEPARTMENT: PANDEMIC SANITATION WORKER**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at epohl@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.