

Maintenance Worker/Cleaner

This position is responsible for maintenance and cleaning of the Emergency Shelter including Administrative areas, the common areas, kitchen, bedrooms, bathrooms and the hallways. It is also responsible for the general maintenance and upkeep of the building, grounds, and the equipment of both the Emergency Shelter and the Outreach Building.

The successful candidate will also keep systems and equipment maintained by arranging for the completion of preventive maintenance schedules; restoring, repairing, or replacing faulty or inoperative components and parts; and assisting to direct contractors.

Duties include, but are not limited to:

- Ability to meet and deal courteously with fellow employees, clients, and, contractors.
- Ability to understand and follow occupational safety precautions necessary for the safe performance of assigned duties.
- Ability to recognize electrical, structural, plumbing, and mechanical malfunctions or equipment failures.
- Ability to install, inspect, repair and maintain minor electrical, plumbing and other related systems.
- Ability to perform various cleaning and maintenance tasks as needed.
- Ability to update inventories and other supplies as needed.
- Basic knowledge of security hardware.
- Ability to understand written and oral instructions.

Qualifications and Personal Characteristics:

- Strong work ethic and capacity to manage time effectively and establish a routine.
- Ability to work with minimal supervision.
- Experience with household cleaning and general maintenance work, and the ability to sustain a high standard of cleanliness.
- Able to adhere to Safe Haven Women's Shelter Society Human Resources, Personnel, and Operational Policies – particularly pertaining to client confidentiality.

Working Conditions:

- Working hours will be based on an agreed upon schedule and may be subject to negotiation/flexibility depending on the needs of Safe Haven.
- Uphold professional demeanor, understanding the role of Safe Haven Shelter and the issues facing clients.
- Recognize any situations (such as conflict) involving clients and report to the Crisis intervention staff.
- Adhere to the agreed upon duties, maintaining a schedule which allows all tasks to be completed.
- Inform Executive Director of items in need of repair or replacement.

Requirements:

Valid Class 5 Driver's License (& Driver's Abstract)

Standard First Aid & CPR Certificate (can be obtained upon successful recruitment)

Criminal Record Check

Intervention Check

AMA Membership (can be obtained upon successful recruitment)

Safe Haven is a diverse and inclusive workplace open to both women and men.

Please submit letter of interest and resume no later than **Friday, January 20, 2023.**

Job Types: Full-time, Part-time

Salary: \$20.56-\$24.00 per hour

Benefits:

- Casual dress
- Dental care
- Extended health care
- Flexible schedule
- On-site parking
- Vision care
- Wellness program
- Fulfilling work in a supportive environment

Schedule:

- 8 hour shift

Ability to commute/relocate:

- Taber, AB: reliably commute or plan to relocate before starting work (preferred)

Experience:

- maintenance and cleaning: 2 years (preferred)