

## Children's Aid Foundation of Canada Position Description

<b>Position Title</b>	Custodian and Maintenance Specialist	<b>Type</b>	Permanent. Part-Time (20hrs per week)
<b>Department</b>	Finance & Administration	<b>Salary</b>	\$27.70-\$32.05 hourly rate
<b>Reports to</b>	Senior Manager, HR & Administration	<b>Updated</b>	January 2025

### About the Children's Aid Foundation of Canada

Children's Aid Foundation of Canada (CAFC) is our country's leading charity dedicated to improving the lives of children and youth growing up in the child welfare system. We work with three priority populations: Children and families at risk, children and youth in government care and youth transitioning out of care.

We raise and grant funds and deliver a wide range of high-impact programs and services in partnership with 114 child- and youth-serving agencies across the country. Last year we raised over \$18.4M to support 16,073 children, youth and families across Canada to ultimately bring us closer to a future where all families, children and young people involved with the child welfare system live meaningful lives and thrive.

Our vision is a future where the children and youth we serve have the strength and resilience to create a lifetime of their own unstoppable successes.

To learn more about us, [please visit our website](#).

To better understand our impact, please watch our '[Investing in the Future, Today](#)' video.

### The Opportunity:

The Custodian plays a vital role in maintaining a clean, safe, and well-functioning environment for staff and visitors to the building. Primary responsibilities include general cleaning, monitoring the facility's conditions, upholding health and safety standards, and performing minor repairs. This position requires attention to detail, the ability to perform physical tasks and a commitment to maintain a positive space.

### Your responsibilities will include:

- Inspect the building daily to ensure functionality, address minor maintenance issues, and report major repairs and emergency.
- Perform minor building and equipment repairs and maintenance including minor painting, carpentry replacing light fixtures, windows; and repairing or replacing plumbing and electrical equipment.
- Monitor heating and air conditioning systems, and perform basic tasks like cleaning, oiling, greasing, and changing air filters.
- Complete daily and weekly cleaning (i.e. vacuuming, mopping, restocking bathrooms, emptying bins) and coordinate recycling pickups.
- Maintain the grounds and parking lot by cutting the grass, trimming hedges, clearing snow, and salting sidewalks, steps, and parking area as needed
- Maintain inventory of cleaning, washroom and maintenance supplies and inform restocking needs
- Set up and tidy meeting rooms for internal and external events and meetings.

- Assist with event setup and clean up, including wrapping, packing, unloading, and loading items and track event supplies inventory.
- Manage small deliveries and handle item pick-ups and drop-offs which might require driving.
- Assist with moving boxes, office furniture and equipment as needed.
- Follow health and safety policy and procedures.
- Work cooperatively with others.
- Perform additional tasks as required.

### Essential Qualifications

- Knowledge of cleaning supplies, chemicals, building repairs, and maintenance tasks.
- Knowledge or willingness to learn health and safety standards.
- Comfortable performing repetitive tasks and physical activities, which may require pushing, pulling, kneeling, bending, lifting.
- Able to perform physical tasks safely.
- Ability to use tools and equipment to perform duties.
- Ability to work with minimal supervision.
- Ability to understand, follow written and verbal instructions.
- Must be able to work on-site.
- Flexible schedule to work more hours during busy season.
- Possess a valid driver license.

### Assets (Nonessential):

- Training and/or prior experience in similar capacity.

### Hour of work

- 7:00 am to 11:00 am Monday to Friday.
- Occasional evenings and weekends during busy periods.
- Vacation restrictions during busy periods.

### CAFC as an Employer

CAFC acknowledge that the Foundation's main office is in Toronto, which is the traditional territory of many nations including the Mississauga's of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

The foundation is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment process as accessible as possible and provide accommodation as required for applicants with disabilities. If you require any accommodations at any stage of the recruitment process, please contact [careers@cafdn.org](mailto:careers@cafdn.org)

**Our Values:**

- Vital Learning & Innovation
- Open Communication
- Inclusion & Diversity
- Care & Compassion
- Empowering Accountability

**We offer:** a generous vacation package, plus 3 float days, participation in the OMERS Defined Pension Plan with contributions matched 100% by the employer, a comprehensive benefits (including medical, dental, life and disability) package, Employee Assistance Program and a competitive salary.

**How To Apply**

To apply, please submit your current resume and a covering letter in one single document, detailing how your qualifications align with this opportunity and CAFC 's mission to [careers@cafdn.org](mailto:careers@cafdn.org) and include " Custodian and Maintenance Specialist " in the subject line of your email by Friday, January 24<sup>th</sup>, 2025. Applications will be reviewed as they are submitted. You are encouraged to apply early as we are motivated to fill this role as soon as possible.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada. Only candidates selected for an interview will be contacted due to high applicant volumes. No telephone inquiries please.