



**YMCA of Central East Ontario**  
**Belleville Branch**

**POSITION VACANCY:** Cleaner

**EFFECTIVE:** January 2018

**REPORTS TO:** Facility Services Manager

**HOURS:** Part Time

**OVERVIEW:**

The YMCA of Central East Ontario is a charity committed to strengthening the foundations of community. We are dedicated to helping people grow in spirit, mind and body.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Central East Ontario with a current and satisfactory Police Records Check with vulnerable sector screening.

**GENERAL ACCOUNTABILITY:**

To ensure facility is kept in a clean and safe condition and that the work is completed in a safe manner.

**KEY RESPONSIBILITIES:**

- Keep change rooms swept and mopped
- Clean and disinfect washroom areas
- Clean lockers inside and out
- Vacuum carpeted areas
- Remove garbage
- Refill dispensers (i.e. soaps, shampoos, paper towels and toilet tissues)
- Removal of snow in winter time
- Laundry duties as assigned
- Other duties as assigned
- Sweep/mop gym floor
- Sweep/mop fitness floors

**REPORTING RELATIONSHIPS:**

Reports to: Facility Services Manager

**WORKING CONDITIONS:**

- Variable hours – evenings, overnight and weekends
- Requirement of Standard First Aid and CPR

- Clear Criminal Record and Vulnerable Sector check

**EDUCATION/TRAINING/QUALIFICATIONS:**

- Secondary School Diploma

**EXPERIENCE:**

- Previous experience an asset

**CORE COMPETENCIES:**

1. Integrity:	Demonstrates responsible behaviour at all times and maintains high ethical standards.
2. Service Orientation:	Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.
3. Commitment to Organization Vision & Values	Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.
4. Concern for Health & Safety	Acknowledges and understands how to manage and educate others of risk and harm reduction.
5. Teamwork	Participates actively in a team for organizational effectiveness.
6. Initiative	Does the right thing at the right time without being asked.
7. Self-Management	Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to their supervisor.

All interested candidates are to submit a letter of application and resume to:

Don Foshay

Facility Services Manager

[don.foshay@ceo.ymca.ca](mailto:don.foshay@ceo.ymca.ca)

Applications will be received until **January 19, 2018.**

Please note that only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.