



Relief Janitor/Donation Reciever

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Calgary.

At Inn from the Cold, our mission is to offer shelter, sanctuary, and healing to assist homeless children and their families achieve independence. We need passionate, high-performing and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

Position Summary:

The Janitor will be responsible for keeping buildings in clean and orderly condition, and will perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Inn from the Cold (IFTC) is actively engaged in soliciting and receiving donations of new clothing, small house wares, toys, and collectibles with all items designated to support the guests residing in the Emergency Shelter and in the community. This position, at times, may be responsible for receiving, pre-sorting, and directing flow of gift-in-kind (non -cash) donations.

Primary Duties and Responsibilities:

- Sweeping, mopping, scrubbing and vacuuming building floors.
- Appropriately clean and polish tile floor surfaces daily.
- Vacuum all mats and carpeted areas in the workplace, lobbies and corridors daily.
- Ensure restrooms are clean and supplied throughout the day.
- Damp mop, wash or clean any spillage in office, stairwells, common areas and exterior as necessary.
- Dust and/or wash all index boards as necessary, eliminate fingerprints and smudges.
- Remove all stains from vertical surfaces such as doors, door frames, around light switches, private entry glass and dividers.
- Keep janitor rooms clean, tidy and stocked with necessary supplies.
- Gather and dispose of trash throughout and around the building.
- Empty all ash trays outside of the building.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures. Receive gift-in-kind donations in the main receiving area, working together with the Donations Coordinator.
- Be able to pre-sort donations into categories (clothing, books, shoes, house wares, small appliances, toys, etc.).
- Pre-sort and assess quality and dispose of used, inappropriate, or excess goods; in some cases, arranging donations and delivery to other agencies.
- Maintain tidiness and organization of the upper receiving area and basement storage area.



Qualifications:

- High school diploma/GED
- 1 year of custodial/janitorial experience
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Highly motivated and able to work independently.
- Strong attention to detail
- Ability to multi-task and establish priorities
- Exhibit initiative, responsibility, and flexibility
- Strong communication and problem solving skills
- Able to create alternative solutions to problems

Please apply online at: <https://innfromthecold.org/take-action/work-with-us/>

Resumes will be accepted until Wednesday June 12, 2019

Only those selected will be contacted. No phone calls please.

Values:

- **Embrace Compassion:** we fulfill a duty of care, not only to our guests, but to our colleagues and our community
- **Exhibit Courage:** we uphold the convictions of the organization and support our community, especially when faced with adversity
- **Work Inclusively:** we foster a culture where all stakeholders feel they have an opportunity to turn their potential into performance
- **Demonstrate Respect:** we believe the way we treat each other in achieving our objectives is just as important as what we achieve
- **Act with Accountability:** we demonstrate a commitment to our word, accept responsibility for our mistakes, and take action to address them
- **Encourage Innovation:** we take informed risks and champion new ideas