



**Houses Opening Today Toronto (HOTT) is a non-profit organization that develops and manages affordable rental housing. Our portfolio includes twelve small to medium-sized properties in Toronto. HOTT offers specialized support services to disadvantaged and marginalized residents.**

### **Job Posting – Caretaker**

HOTT seeks a permanent full-time Caretaker to work at all of its properties. The position offers a competitive salary, and health benefits.

**Application deadline:** 17 August 2018

### **Overview of Position:**

Reporting to the Maintenance Coordinator, the Caretaker contributes to quality living environments consistent with HOTT's mission and values. Responsible for all on-site cleaning, grounds keeping, garbage and recycling handling and minor repairs at all of HOTT's properties in order to keep excellent health and safety conditions and a well-maintained appearance across the portfolio. Works collaboratively with HOTT staff, tenants and community resources.

### **Responsibilities include, but are not limited to:**

- cleaning common areas of buildings and the office, as well as individual units on move-out
- maintaining grounds including: seeding, watering and cutting grass; removing fall leaves; keeping hard surfaces free of snow and ice
- inspecting fire systems and replacing batteries
- running load tests on emergency generator
- restocking, distributing and replacing supplies and parts including: cleaning supplies, light bulbs, and plumbing and hardware parts
- applying pest control products and protocols, and monitoring buildings for presence of pests
- performing minor repairs
- regular on-call pager duties, shared with other staff on a rotational basis

### **Requirements:**

Excellent cleaning, caretaking and handyperson skills  
Competence in operating caretaking and grounds keeping equipment  
Very good time management and organizational skills  
Strong communications skills and proficiency in English – both verbal and written  
Basic computer literacy  
Ability to lift and carry up to 30 kg  
Valid driver's license and access to a reliable vehicle at all times  
Resides in the GTA due to on-call duties  
Self-motivated and a team player  
Sensitivity and respect for HOTT's tenants and neighbours

### **Helpful to have:**

WHMIS certification  
Emergency First Aid, CPR and Fall Safety certification  
AODA training

### **How to Apply**

Please apply for the position by e-mailing a resume to [info@hott.ca](mailto:info@hott.ca) by 17 August 2018

*We thank all applicants for applying to our organization, and we regret that we will only be contacting those applicants who will be invited to an interview*