



Hamilton Downtown Mosque

- Job Type:** Part Time Custodian
Reports to: Board of Directors
Location: 221 York Boulevard. Hamilton, ON L8R 1Y6 Canada
Salary: Depends upon education and experience.
Start Date: October 2, 2023 or shortly after.
How to apply: please submit your application to board@downtownmosque.com and include contacts for two references (professional if applicable). Applications will be accepted until the position is filled. Only selected applicants will be contacted. Selected applicants will be required to provide a vulnerable Sector Check with a criminal record check.

We are seeking a reliable and dedicated Custodian to maintain our facilities (Mosque, Community Center, Youth Centre, School and parking lot). We take great pride in the external and internal appearance of our facility and see it as a reflection of our mosque, so we expect our Custodian to take the same pride in their work. Our ideal candidate is careful and thorough, cleaning and tidying the premises with great care and an eye for detail.

Qualifications:

- High school diploma or equivalent
- Read, write and speak English fluently
- Preferred professional work experience as custodian, janitor, or a similar role
- Working knowledge of industrial cleaning equipment and appliances and how to maintain them as well as handling recycling materials.
- Understanding of safety protocols such as disposal of chemicals and other hazardous items
- Flexibility to adjust their schedule to suit the needs of the Mosque.
- Comfortable with basic landscaping and maintenance tasks
- Detail-oriented and conscientiousness
- Able to work 4 hours on your feet and lift up to 50 lbs

Job description:

- *Housekeeping*
 - Taking out the trash, tidying, rearranging furniture, and wiping surfaces as needed
 - Cleaning of prayer areas, kitchen, offices, classrooms, storage areas, stair ways and stair wells, hallways and entries, all of which involve dusting, mopping, vacuuming and sweeping.
 - Daily cleaning and sanitizing of all bathroom facilities, including toilets, sinks, showers, and mirrors as per a defined schedule
 - Weekly and monthly cleaning, as well as appropriate seasonal cleaning and preventive maintenance

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- Restock necessary items, such as soap and paper products
- Cleaning glass doors and sweeping entrances
- **Maintenance**
 - Replacing faucets, handling minor toilet repairs, changing light bulbs and fixing door handles and hardware.
 - Outdoor maintenance jobs include caring for flowerbeds, shrubbery and lawns, remove snow and ice off of sidewalks, treating these surfaces with salt in winter and remove leaves and landscape debris in the fall.
 - Preventive maintenance -- changing air filters, inspecting sidewalks, windows and masonry, and monitoring heating and electrical systems.
- **Event Support**
 - support pre- and post-event responsibilities such as opening and closing the building, checking the heating and sound systems and handling the lights
 - Ensuring the space (e.g., community hall, Youth Centre, School and kitchen) are cleaned and all appliances are secured before and after the event.
- Safe and proper use of insecticides to prevent infestation by dangerous pests
- Lockdown facilities at the end of the day for safety, including locking doors, closing windows
- Sweeping through facility to ensure no overnight stay
- Ability to be available on a call in basis for work orders
- Perform other relevant duties as instructed by executive committee or their designee.

Working Conditions:

- Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, and working with potentially hazardous cleaning chemicals.
- Working within and accommodating the Islamic religious activities and Islamic worship requirements.
- During the Holy Month of Ramadan there may be extra shifts needed and modification to normal work schedules.