

Employment Opportunity – Theatre Housekeeping (Part-time)

Light Duty Cleaner (Part-time) and Heavy Duty Cleaner (Part-time)

Civic Theatres Toronto
Location: Toronto Centre for the Arts
Toronto, Canada

Civic Theatre Toronto's (CTT) Housekeeping department at the Toronto Centre for the Arts (TCA) is currently accepting applications for the part-time position of Light Duty Cleaner and part-time position of Heavy Duty Cleaner.

These are hourly, part time positions working a variable schedule including days, nights, weekends and holidays as required by the CTT's Toronto Centre for the Art's performance and events schedule.

The housekeeping staff at CTT's Toronto Centre for the Arts are members of the IATSE B-173. The successful candidates will be required to join this union.

LIGHT DUTY CLEANER

This position report to the Director of Facilities. Duties include, but are not limited to, general cleaning and light maintenance duties.

KEY ACTIVITIES AND RESPONSIBILITIES

- Clean all areas of the theatre including auditorium, back stage, dressing rooms, front of house, kitchen areas, and office areas as assigned or directed.
- Clean and maintain washrooms and ensure they are fully supplied with soap, tissue and hand towels.
- Clear litter from the exterior, front and surrounding the theatre building.
- General light maintenance as assigned or directed.
- Cleaning windows, plate glass, signs, polishing brass and railings.
- Keeping the exterior grounds tidy and presentable, e.g. gardening, watering plants.
- Other facility cleaning, duties and responsibilities as assigned or required.

JOB SPECIFICATIONS

- Practical experience in housekeeping duties.
- Ability to work independently and as part of a team.
- Work with minimal supervision.
- Good organizational skills.
- Good time management skills.
- Watches for safety or security issues (trip hazards, lighting, suspicious persons, etc.) and reports to management.
- Observe CTT's Health and Safety policy; and to wear PPE where required and necessary.
- The candidates must be able to lift and carry up to fifty pounds.

HEAVY DUTY CLEANER

This position reports to the Director of Facilities. Duties include, general cleaning and maintenance duties, snow removal, gardening, and set up and dismantling of tables and chairs for special functions.

KEY ACTIVITIES AND RESPONSIBILITIES

- Sweep, mop, scrub and wax hallways, floors and stairs including auditorium floors, lobby floors, restrooms floors, booth floors, etc.
- Maintain carpets (vacuums, removes scraps, dirt, gum, heavy debris and other refuse; shampoos as necessary).
- Clean seats when necessary.
- Snow removal and gardening.
- Assist in the setting up of rooms for users of the theatre.
- Clean theatre and theatre property including restrooms (basins, toilet bowls, countertops, mirrors, walls and partitions), green rooms, recreational, drinking fountains, office areas, storerooms, and hallways.
- Wash windows, interior walls and ceilings.
- Replenish restroom supplies (toilet paper, paper towels, soap, etc.).
- Remove trash from theatre and theatre property and dispose of trash in commercial trash dumpster or compactor.
- Insert new plastic trash bags in trash cans.
- Clean and organize the cleaning closets.
- Keep cleaning equipment (mops, brooms, dust pans, vacuum cleaners, shampooers, etc.) clean and in good working order.
- Other facility cleaning, duties and responsibilities as assigned or required.

JOB SPECIFICATIONS

- Practical experience in housekeeping and maintenance duties.
- Ability to work independently and as part of a team.
- Work with minimal supervision.
- Good organizational skills.
- Good time management skills.
- Knowledge and experience in using a variety of light and heavy duty cleaning equipment.
- Watch for safety or security issues (trip hazards, lighting, suspicious persons, etc.) and reports to management.
- The candidates must be able to lift and carry up to fifty pounds.

THE ORGANIZATION:

In 2015, Toronto's City Council approved the consolidation of the governance and operations of the St. Lawrence Centre for the Arts, The Sony Centre for the Performing Arts, and Toronto Centre for the Arts into one new organization under the direction of a City appointed board called Civic Theatres Toronto.

The mandate of Civic Theatres Toronto is to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues.

HOW TO APPLY:

Interested applicants should email a cover letter and resume for confidential consideration to jobpostings@sonycentre.ca. Please include ***“Light Duty Cleaner” or “Heavy Duty Cleaner”*** in the subject line. Interviews with qualified candidate(s) will commence immediately.

No phone calls please.

Civic Theatres Toronto thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

CTT is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The Human Resources department will work with applicants requesting accommodation at any stage of the hiring process.

CTT is committed to building a more diverse workplace and encourage all qualified applicants to apply.

Date Posted: October 9, 2018

Application Deadline: October 23, 2018

Start Date: ASAP

Interviews with qualified candidate(s) will commence immediately and continue until positions filled