



St. Clair O'Connor Community Inc.
2701 St. Clair Ave East.
Toronto, ON M4B 1M5

**POSITION: ENVIRONMENTAL SERVICES MANAGER – FULL-TIME CONTRACT
(6 months with possible extension)**

St. Clair O'Connor Community Inc. (SCOC) is a non-profit organization that is dedicated to developing a safe and caring environment for gracefully aging seniors.

POSITION SUMMARY

In this critical role you will:

- Manage the Environment Services of the home, and all team members in environmental services department.
- Plans, co-ordinates, directs and monitors the effectiveness of all operational activities within the housekeeping, laundry, and maintenance departments.
- Planning, directing, training, assigning, and scheduling work assignments for the team members of the environmental services department including evaluating job performance on an annual and ongoing basis, interviewing and hiring team members, and implementing disciplinary actions where appropriate.
- Facilitates department budgets including ensuring sufficient resources / equipment are available through budget preparation, maintenance, and the hiring of appropriate and adequate staffing levels.
- Maintaining the building (includes equipment, furnishings, and fixtures) in a clean and sanitary good state of repair.
- Maintaining the external grounds; oversees waste management program for the home.
- Ensuring the timely and efficient laundering of linen and residents' personal clothing.
- Supporting the fire safety program for the home.
- Administering the quality assurance program for the housekeeping, maintenance, and laundry services. Supports and participates in quality initiatives by providing input and suggestions for improvement, reporting feedback to immediate supervisor.
- Managing and overseeing the routine and preventative maintenance program for the home.
- Performs other duties as assigned.

JOB SPECIFICATION

- Post-secondary degree or diploma.
- Minimum 2 years' experience in a managerial or supervisory capacity.
- Knowledge of evidence-based practices and prevailing best practices related to housekeeping, laundry, and maintenance.

- Successful completion of the Fire Safety Planning Training for Owners and Operators in accordance with Ontario Regulations.
- Background in a building trade is an asset with the ability to read and interpret building prints and drawings.
- Knowledge of the requirements of The Long-Term Care Homes Act, Standards and Regulations, Occupational Health and Safety Act and other pertinent Federal, Provincial and Municipal Statutes which influence the operation of the home and more specifically those which affect the fire and general safety and maintenance aspects of the operation.
- Computer skills including Excel / Word /Outlook.
- Effective verbal and written English communication skills required.
- All applicants must successfully pass the prescribed Criminal Records Check and Vulnerable Sector Check, applicable to Ontario applicants.

EMAIL YOUR RESUME TO:

Gary Basran, CEO/CFO
St. Clair Community Inc.
2701 St. Clair Ave. E
Toronto, ON, M4B 1M5
Email at: info@scoc.ca